City of Bellingham
Classification Specification - Civil Service

CLASS TITLE	**Park Technician - Facilities**
DEPARTMENT	**Parks And Recreation\Operations Division**
UNION:	**1937**
SG:	**110**
CS:	**Yes**
FLSA:	**Y**
EE0/SOCCODE:	**SC/49-9099**

NATURE OF WORK:

Performs a variety of skilled technical duties and physical labor associated with inspection, maintenance and cleaning of park restrooms, facilities, and equipment. Provides responsive, high quality customer service; prepares park facilities for scheduled activities, maintains reservation records and secures park facilities and gates. Conducts cleanup of park grounds and facilities including collection and disposal of litter, sanitary hazards, dog waste and other debris as well as maintenance of garbage and recycling stations. Inspects grounds, buildings, and playground equipment for safety hazards. Educates, informs and advises park users of park regulations to encourage voluntary compliance; and performs general repair and maintenance activities including addressing vandalism and removal of graffiti. Maintains records as required by City policy, state and local laws. Works collaboratively with other teams within the Park Operations Division and staff from other City departments to meet program goals and objectives.

DISTINGUISHING CHARACTERISTICS:

This classification focuses on and has a high-level of responsibility for public health and safety and customer service in the ongoing maintenance and inspection of park facilities including restrooms, community buildings, sports courts, playgrounds, spray parks and other water features, signage, and park furnishings while traveling to several park locations across the City. Employees in this classification must have excellent communication and customer service skills requiring daily interaction with the public, including a variety of community populations experiencing situations involving behavioral health, substance abuse, food insecurity and homelessness.

SUPERVISORY RELATIONSHIPS:

Reports to the Park Facilities Manager. Receives work direction from the Park Specialist. Work is performed under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements. Park Technicians may serve as a lead worker for lower classified staff as assigned. Maintains close working relationships with Park Operations staff and other City Departments.

ESSENTIAL FUNCTIONS:

1. Prepares park facilities such as community buildings, picnic shelters and pavilions with commercial kitchens for scheduled activities, events, or reservations. Maintains reservation records. Accommodates special requests such as water, electricity movement of park furnishings.

2. Cleans and sanitizes park restrooms and fixtures, empties trash containers, picks up litter, cleans park furniture such as picnic tables, benches, and grills and hard surfaces such as sports courts, sidewalks, roads, parking areas, and picnic shelter/pavilion flooring. Replaces paper products and restroom supplies daily.

3. Inspects park grounds, playground equipment, and park buildings daily. Reports property damage, storm damage or vandalism to supervisor on an Incident/Intentional Damage form. Inspects condition of playgrounds on a daily, weekly, and monthly basis. Inspects stormwater components such as catch basins.

4. Answers inquiries and advises/informs the public of park rules, regulations and reservation policies. Issues notices to illegally parked vehicles. Works cooperatively with the Police Department to request assistance for serious enforcement issues that cannot be resolved.

5. Provides work direction and training to lower classified staff as assigned.

6. Ensures that all playground equipment is safe and properly maintained; maintains, repairs, or replaces playground components and fall surfacing as needed. Orders replacement parts and ensures appropriate inventory is on hand.

7. Performs general building maintenance tasks independently as needed. Assists with major repair and new construction work on park buildings, structures, and equipment involving carpentry, masonry, plumbing, and other building trade skills. Reports major facility maintenance issues to supervisor or Park Specialist.

8. Responds to and performs cleanup and removal of litter, spills and other waste including sanitary hazards from park grounds and facilities. Uses appropriate infection control materials and techniques.

9. Maintains, purchases and monitors inventory of cleaning and sanitation supplies maintenance materials, and equipment.

10. Performs lockup and security functions in parks including locking/unlocking of restrooms, picnic shelters, pavilions, bollards, and park gates as assigned. Reports on any unauthorized occupants, illegal activity, or suspicious circumstances. Utilizes appropriate de-escalation techniques as needed.

11. Operates tractor/backhoe, 1-ton trucks, forklift, motorized lift, trailers, and other specialized equipment or power tools including chainsaws as assigned.

12. Clears parks, trails, parking lots and pathways to provide safe access after storm events. Removes snow/ice by hand or using power equipment from sidewalks, stairs, driveways, parking lots, entryways, and grounds.

13. Removes graffiti from park buildings, furnishings, signs, and sidewalks using cleaning chemicals or with power equipment.

14. Conducts property utility locates and installs park signage and other furnishings as part of assigned projects.

15. Completes work orders, inspections, and other reports as requested using a computerized maintenance management system. Uses work order management system to record hours and tasks completed by other seasonal staff. Adheres to maintenance standards and levels of service as defined by park management.

ADDITIONAL WORK PERFORMED:

1. Works closely with other teams in Park Operations Division to perform park maintenance and repairs related to plumbing, electrical, and HVAC systems.

2. Performs other related work of a similar nature and level.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Custodial cleaning techniques including use of and maintenance of cleaning equipment.
- Use of cleaning chemicals and safety requirements including for biohazard clean ups.
- Use of hand and power tools used for park facilities maintenance and repairs.
- Compliance requirements outlined in applicable municipal codes, regulations and ordinances related to parks.
- Safety rules and regulations.
- Playground safety regulations and best practices
- Requirements for personal protective equipment.
- Working knowledge of governmental functions and processes.

Skill in:
- Applying maintenance management techniques, processes, and principles in the accomplishment of assigned work, as well as a thorough knowledge of Park Operations Division materials, methods, and procedures.
- Strong communication and customer service skills to work with a variety of citizens using tact, courtesy and good judgment.
- Independent judgment, including the ability to plan and carry out work assignments, maintain required standards of work (production, quality and safety) and to give clear and efficient direction to seasonal employees.
- Maintaining and properly storing and mixing of cleaning solutions.

Ability to:
- Perform continuous physical and manual labor.

- Work a flexible schedule which may include evenings (late evenings), weekends, early mornings, and overtime as necessary.
- Perform routine and repetitive activities such as facility preparation, sanitation duties and extended equipment operation such as backpack blower operation.
- Interact effectively with diverse groups of people with courtesy and tact, including the ability to remain calm in stressful situations with angry or upset individuals and in dealing with fellow employees.
- Follow oral and written instructions.
- Work independently with minimal supervision.
- Maintain consistent and punctual attendance.
- Use of computer software to perform various assignments including the MS Office Suite.
- Follow established rules and regulations and operate a variety of equipment in a safe manner.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to work outdoors in all types of weather conditions.
- Physical abilities to perform the essential functions of the job, including:
    - Frequently communicate accurate information and ideas to others;
    - Ability to operate power equipment safely. .
    - Ability to perform physical work including operating mechanical equipment for extended periods of time.
    - Must traversing uneven terrain, working above ground, and inside, under and above equipment, buildings, facilities equipment in outdoor environments. .
    - Ability to regularly transport objects up to 50 lbs., including small equipment and supplies. Equipment and materials in excess of this weight are moved with assistance.
    - Occasionally operate a computer and other office machinery such as a keyboard, mouse, phone, and computer;
    - Occasionally remains stationary for long periods of time;

WORKING ENVIRONMENT:

Work is performed primarily outdoors in all weather conditions on irregular terrain. Occasional work indoors at a desk or computer terminal or to attend meetings or training. Frequent exposure to unpleasant odors, dust, and other potential hazards and waste/garbage in park settings. General safety precautions are followed for the majority of these hazards. Special safety precautions are considered for moderate risk waste clean-up and disposal. Safety precautions also extend to the daily operation of City vehicles and power equipment while performing duties. May transport objects weighing up to 50 lbs. on a regular basis. Work entails the use of chemical cleaners and agents; may be exposed to noise and airborne particles.

Frequently interacts with the public and with other park professionals in the field. May be exposed to hostile behavior, offensive language, or interactions with volatile individuals.

Employees are required to use appropriate safety equipment, wear a variety of protective clothing such as coveralls, high visibility clothing, rain gear, safety boots, safety glasses and gloves, and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of janitorial and building maintenance work experience.
- Willingness and ability to work in environments where exposure to moderate risks may be present while cleaning park facilities including public restrooms/showers.
- One year of experience providing service and assistance to the public required with demonstrated ability to effectively interact with a variety of populations.
- Intermediate computer skills including word processing, email and basic data entry required.
- Experience performing general maintenance activities such as carpentry, painting and plumbing preferred.
- Experience using Computerized Maintenance Management Systems (CMMS) is preferred.
- Associate degree or two years of coursework in park/facilities management or similar field may be substituted for one year of professional janitorial experience.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license by the time of hire with proof of good driving record. A three-year driving abstract must be submitted prior to hire.
- Employment is contingent upon passing a criminal background check and child and adult abuse records check.
- Ability to secure and maintain a valid First Aid and CPR certification within (1) one year of hire.
- Must be willing to work evenings, holidays, and weekends.
- Must obtain flagging/traffic control card or forklift certification within 12 months of hire.
- Must complete City Playground Safety Training within 12 months of hire.
- Must obtain Certified Custodial Technician Certificate within 12 months of hire.
- Must obtain Verbal Judo/De-escalation Training within 12 months of hire.
- Must complete City Chainsaw Safety Training within 12 months of hire.

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COMMISSION ADOPTION: April 8, 2026