City of Bellingham
Classification Specification

CLASS TITLE	**Park Specialist - Facilities**
DEPARTMENT	**Parks And Recreation**
UNION:	**1937**
SG:	**112**
CS:	**Entry/Promotional**
FLSA:	**Y**
EEO/SOC CODE:	**SC/37-3011**

NATURE OF WORK:

Plans, schedules, and implements all work activities in the Facilities program area, including maintenance, operation, inspection, and overall use of public facilities. Facilitates events and reservations in park system and maintains reservation records. Ensures cleanliness of park grounds and provides responsive, high quality customer service. Maintains inventory of sanitation supplies, maintenance materials and equipment. Provides input on budgetary requirements and recommends new construction, improvements, and renovation. Responsible for the selection, care, operation, and replacement of all equipment for the program area. Serves as lead to staff assigned to program area; provides training, technical guidance, day-to-day direction and provides input on performance evaluations. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

DISTINGUISHING CHARACTERISTICS:

The Park Specialist – Facilities is distinguished from other Park Specialists by its focus on ensuring public health, safety and customer service in the ongoing maintenance and inspection of park facilities, including restrooms, community buildings, sport courts, playgrounds, park water features, signage, parking lots and stormwater catch basins, and park furnishings. The Park Specialist – Facilities is distinguished from the Park Technician – Facilities by its responsibility for planning, scheduling, providing technical direction and serving as lead for the Facilities program. While the Park Technician operates primarily in a hands-on capacity, supporting the program by implementing the Park Specialist's approved work plan, the Specialist operates in a broader, more strategic capacity.

SUPERVISORY RELATIONSHIPS:

Reports to the Park Facilities Field Supervisor or Park Facilities Manager. Work is performed under general supervision and the guidance of applicable federal, state and local statutes and regulations. Serves as lead to Park Technicians, Park Workers, seasonal employees, and other personnel assigned to program area. Coordinates activities with other Park Specialists. Maintains close working relationships with Park Operations staff and other City departments.

ESSENTIAL FUNCTIONS:

1. Under general supervision, develops and implements work programs, schedules and facility maintenance standards. Works with supervisor to develop and implement work methods, cleaning standards, work schedules, and personnel performance standards.

2. Serves as lead worker in program area. Provides training, technical guidance and day-to-day direction. Participates in the hiring process for seasonal staff. Makes recommendations regarding hiring of permanent staff in program area. Provides feedback regarding employee performance to supervisor.
3. Inspects Department facilities and monitors maintenance schedules and work performance of employees assigned to program area.

4. Ensures park facilities are cleaned and sanitized. Oversees and performs the basic maintenance and cleaning of parks facilities including restrooms, shelters, equipment, furniture, signs, grounds, and surfaces (tennis courts, trails, paved areas, etc.). Oversees and performs removal of graffiti from park buildings, furnishing, signs and sidewalks using cleaning chemicals or with power equipment.

5. Oversees and performs the preparation of park facilities for scheduled activities. Maintains reservation records. Accommodates special requests such as moving picnic tables or electrical needs.

6. Oversees and performs basic repair to structures, equipment, and systems involving carpentry, painting, masonry, plumbing and other building trade skills. Reports major facility maintenance issues to supervisor.

7.

8. Assists in the development of Facilities program area budget including maintenance and project costing and tracking, costing and purchase of equipment, materials and supplies including bid package formation, submittal and review.

9. 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.

10. Maintains, purchases and monitors inventory of sanitation supplies, maintenance materials, and equipment. Meets with supplier representatives and makes recommendations for major purchasing and/or replacement.

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

12. Ensures playground equipment and park facilities are 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.

13. Monitors and routes records/inspections/reports of Facilities program to Supervisor.

14. Performs the work of the class below as needed or assigned..

ADDITIONAL WORK PERFORMED:

1. Loads, hauls and delivers materials/supplies to park facilities.

2. Performs public relations/information/community outreach duties.

3. Operates a variety of parks maintenance vehicles/equipment.

4. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge Skill and Abilities):

Knowledge of:
- Working knowledge of methods, tools, safety requirements and equipment used in janitorial and facility maintenance work.
- Working knowledge of basic building trades skills and tools.
- Working knowledge of basic horticultural skills and tools.
- Working knowledge and skill in operation of equipment used in park maintenance.
- Working knowledge of computer operation including word processing and data handling programs.
- Maintenance management systems.

Skill in:
- Strong oral communication skills, courtesy, tact and good judgement necessary to work effectively with diverse groups of people including the general public, representatives of sanitation supply firms, personnel from local agencies and other City departments.
- Leadership skills, problem-solving, interpersonal sensitivity, adaptability/flexibility, and time management.
- Planning, assigning and scheduling the work of personnel involved in facility maintenance.
- Keeping accurate inventory records.
- Researching and costing supplies and equipment.

Ability to:
- Follow oral and written instructions.
- Read, interpret and apply a variety of written regulations and instructions.
- Understand, interpret and apply procedures and directives.
- Document incidents and prepare written reports.
- Willingness and ability to adhere to provisions of the team agreements for the Operations Division.
- Willingness and ability to pursue ongoing training to improve knowledge and skills in program area.
- Willingness and ability to work outdoors in all weather conditions.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

- Physical ability to perform the essential functions of the job, including:
  - Frequently communicate accurate information and ideas with others;
  - Frequently operate power equipment safely in a noisy work environment;
  - Frequently perform physical work including operating mechanical equipment;
  - Traverse uneven terrain, inside, under and above equipment, buildings and facilities equipment;
  - Stooping, bend, climb and work from ladders;
  - Operate a computer and other office machinery such as a tablet, keyboard, mouse, phone and computer;
  - Frequently lift objects weighing up to 50 lbs., and transport objects weighing up to 100 lbs.

WORKING ENVIRONMENT:

Work is performed primarily outdoors in all weather conditions on uneven terrain. Work is also performed indoors in an office setting. Frequent exposure to unpleasant odors, dust and other potential hazards and waste/garbage in park settings. The work involves moderate risk that requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials and chemicals, and performing repetitive activities. Employees are required to follow standard safety practices and use appropriate safety equipment, wear a variety of protective clothing such as coveralls, high visibility clothing, rain gear, safety boots, gloves, safety glasses.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years' work experience performing, scheduling and monitoring work in maintenance of public facilities.
- One year of vocational school or related coursework in the maintenance of facilities, such as building trades, may be substituted for one year of required experience.
- Experience providing service and assistance to the public with demonstrated ability to effectively interact with a variety of populations.
- One year of lead experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check and child and adult abuse records check.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.
- Ability to secure and maintain a valid Washington State Pesticide License within 12 months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within 12 months of hire.
- Must obtain and maintain flagging/traffic control card or forklift certification within 12 months of hire.
- Must obtain and maintain Playground Safety Inspector (CPSI) certification within 12 months of hire.
- Must complete 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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REVIEWED BY:

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COMMISSION ADOPTION: 12/11/2024