City of Bellingham
Classification Specification

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

NATURE OF WORK:

Performs skilled duties associated with maintenance, repair and construction of various structures of the Parks Department. Plans and schedules maintenance and renovation of structures; determines required equipment, materials and supplies; performs repair, alteration and installation work; and operates equipment as necessary to perform maintenance activities. Serves as lead to staff assigned to the program area 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 – Structures is distinguished from the Park Technician – Structures by its responsibility for planning, scheduling, providing technical direction and serving as lead for the Structures program area. While the Park Technician operates primarily in a hands-on capacity, supporting the program by implementing the Specialist's approved work plan, the Specialist operates in a broader, more strategic capacity.

SUPERVISORY RELATIONSHIPS:

Reports to the –Park Improvements Supervisor or the Park Facilities Manager. Work is performed under general supervision and the guidance of City and Departmental policies and procedures. Serves as lead to Park Technicians, Park Workers and seasonal employees; provides training, technical guidance and day-to-day direction. Maintains close working relationships with Park Operations Staff and other City Departments.

ESSENTIAL FUNCTIONS:

1. Under general direction, develops and implements work programs and schedules for program area. Works with Supervisor to develop work standards and methods for work within the Structures Program. Plans schedule for renovation and new construction projects, maintenance repair and preventative maintenance programs.

2. Serves as lead to Park Technicians, Park Workers and seasonal staff assigned to the Structures program; provides training, technical guidance and day-to-day direction. Participates in the hiring process for all seasonal staff. Makes recommendations

regarding hiring of permanent staff in program area. Provides feedback regarding employee performance to supervisor.

3. Determines appropriate equipment and materials to complete work according to specifications, verbal instructions, and/or established procedures.

4. Interprets and uses engineering and architectural drawings and other applicable specifications in repair or installation of construction projects. Assists with permitting and inspection processes. Works closely with contractors or consultants on maintenance and repairs to park structures.

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

6. Acts as technical resource for expertise in the field of assigned program area. Provides technical information to assist Parks Department, other agencies and community interests to aid in decision about best management practices and specifications for work within the program area. Provides input on Parks design standards

7. Performs repair, alteration, and installation work to park buildings, structures, and equipment involving carpentry, concrete work, roofing, painting, masonry and other trades utilizing manual skills.

8. Operates a variety of automotive equipment including backhoe, excavator, front-end loader, auger and blade.

9. Operates specialized power-driven equipment such as table saw, radial arm saw, skill saw, chain saw, planer and specialized test equipment. Operates air compressor and jackhammer.

10. Operates small boats in the maintenance and inspection of docks, bridges, and buoy lines.

10. Responds to citizen concerns. Investigates and responds to program area complaints and concerns within scope of responsibility.

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

ADDITIONAL WORK PERFORMED:

1. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- A working knowledge of code, procedures regulations and techniques used in the construction trades.
- Uniform Building Code as it applies to construction projects.

- Use of hand tools, power tools and equipment.
- Workplace safety rules and regulations.
- Working knowledge of governmental functions and processes.
- Operation of a wide range of automotive equipment.
- Use and requirements of personal protective equipment.
- Working knowledge of computer operation including word processing and data handling programs.
- Maintenance management systems.

Skill in:
- Operating a variety of mechanized and heavy equipment.
- Planning, assigning and scheduling the work of personnel involved in construction activities.
- Leadership, problem solving, interpersonal sensitivity, adaptability/flexibility and time management.
- Strong communication and customer service skills to work with a variety of citizens using courtesy, tact and good judgement.
- Independent judgment, including the ability to plan and carry out work assignments.

Ability to:
- Make accurate estimates of time and materials needed to complete projects.
- Understand and interpret technical drawings.
- Perform assigned work independently with minimal supervision.
- Ability and willingness to follow oral and written instructions.
- Ability and willingness to pursue ongoing training to improve knowledge and skills in grounds and buildings maintenance.
- Willingness to adhere to provisions of the team agreements for the Operations Division.
- 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 operate power equipment safely in a noisy work environment.
    - Frequently operate heavy equipment, climb, bend and work from ladders.
    - Frequently work from heights of up to 40 feet.
    - Frequently lift and carry equipment and materials weighing up to approximately 50 lbs. and transport objects weighing up to 100 lbs.
    - Work outdoors in all weather conditions.

WORKING ENVIRONMENT:

Work is performed primarily outdoors in all weather conditions on irregular and uneven terrain and at heights and angles above or at ground level when working on or in structures of equipment. Occasional work indoors at a desk or computer. The work involves moderate risk on construction sites which requires employees to follow established safety policies and procedures. Required to use appropriate safety equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Five years' experience in the building trades involving maintenance, repair and construction of facilities.
- One year of vocational school or related coursework in building trades may substitute for one year of required experience.
- Previous experience in carpentry, painting, masonry, hardscape, fencing, glazing preferred.
- One year of lead experience preferred.
- Experience operating and working from a boat is 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.
- Must secure and maintain a flagging and traffic control certification within 12 months of hire.
- Must secure and maintain a valid First Aid and CPR certification within 12 months of hire.
- Must complete City Chainsaw Safety Training within 12 months of hire.
  Must secure and maintain Washington State Boater Card within 12 months of hire
- Must secure City of Bellingham-approved lift and rigging certificates within 12 months of hire
- Must secure and maintain Confined Space Competent Person certificate within 12 months of hire
- Willingness and ability to respond to emergency callouts on weekends and evenings or when special circumstances require.

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11/84

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COMMISSION ADOPTION: 1/8/2025