City of Bellingham
Classification Specification

CLASS TITLE	**Park Specialist - Electrical/Mechanical Systems**
DEPARTMENT	**Parks and Recreation**
UNION:	**1937**
SG:	**112**
CS:	**Entry/Promotional**
FLSA:	**Y**
EE04CODE:	**SC/49-9099**

NATURE OF WORK:

Performs skilled duties associated with maintenance, repair, and operation of various electrical and mechanical systems. Plans and schedules preventative and corrective maintenance, troubleshoots problems, and repairs and performs installation of electrical, mechanical and electronic equipment, systems and facilities. Tracks and records maintenance needs; determines need for and orders required equipment, materials and supplies; provides technical direction and training to staff; and operates equipment as necessary to perform maintenance activities. Implements and maintains a computerized maintenance management system.

DISTINGUISHING CHARACTERISTICS:

The Park Specialist is distinguished from the Park Technician – Structures by the depth and breadth of specialized experience and primary responsibility for performing complex electrical and mechanical maintenance, installation, and repair tasks. This classification focuses on projects of variety and complexity with responsibility for ensuring that facilities and electrical systems are working and maintained properly. Requires a high level of technical expertise in electrical, lighting, mechanical, heating and ventilation, pump motor controls, and electronic systems.

The Park Specialist is further distinguished from the Park Technician – Structures in that 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 capacity which includes planning, scheduling and monitoring program area work.

SUPERVISORY RELATIONSHIPS:

Reports to and receives work assignments from the Parks Facilities Manager. Work is performed under general supervision and the guidance of City and Departmental policies and procedures and state and national electrical codes. Acts as lead worker in program area; provides training, assigns work and provides day-to-day direction and guidance to Park Technicians, Park Workers, and seasonal employees as assigned. Maintains close working relationships with Park Operations staff and other City departments.

ESSENTIAL FUNCTIONS:

1. Under general guidance, develops and implements work programs and schedules for program area. Works with supervisor to develop work methods and standards for electrical/mechanical systems maintenance including electrical systems, LED lighting systems, HVAC systems, and electronic facility systems. Works with supervisor to establish performance standards for work activities.

2. Implements and maintains a comprehensive preventative maintenance management system for the electrical, mechanical, and electronic equipment in City Park facilities. Recommends modifications and updates of the maintenance management system to supervisor. Prepares and tracks maintenance records related to daily activities and tasks.

3. Acts as lead worker in program area. Oversees and organizes day-to-day work; assigns, monitors, and prioritizes tasks of Park Technicians, Park Workers and seasonal employees as assigned. Provides training, technical guidance and feedback; ensures work methods comply with recognized City, state and national standards. May participate in the interview process for program appropriate staff. Provides input regarding employee performance to supervisor.

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

5. Maintains inventory of electrical/mechanical systems assets. Inspects, documents and updates all inventories.

6. Installs and maintains electrical wires and equipment for all systems including lighting, heating, power, irrigation controller, remote control signaling and communication circuits; includes fixtures such as: interior and exterior building lighting, parking lot lighting, sports field lighting, artwork lighting, electrical power distribution, sewer pump stations and controls, public address systems, timers and athletic field scoreboards. Secures permits and works closely with electrical contractors or consultants on maintenance projects or highly technical repairs to facilities, components, or systems.

7. Performs programming of equipment and controllers including complex communications and computer-based lighting systems.

8. Determines appropriate equipment and materials to complete work according to specifications, verbal instruction, and established procedures. As necessary, adapts equipment and materials to meet specific requirements of the job. Maintains contacts with other departments, vendors, and outside agencies to gather information regarding equipment, acquisition, and support services as needed. Assists contractors with system information and coordination of new system installations.

9. Interprets and uses engineering drawings, plans, and other applicable specifications in the installation and maintenance of electrical, lighting and electronic systems.

10. Determines supplies and materials necessary for repair stock and to complete specific repair and installation projects. Tracks and orders materials, equipment and supplies for

program area, including price and product evaluation as well as bid packet specifications and evaluation.

11. 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.

12. Conducts utility system locates for Parks-owned underground systems.

13. Operates aerial lift truck and other equipment as necessary including backhoe, front-end loader, auger and trencher.

14. Responds to citizen concerns. Investigates program area complaints and concerns.

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

ADDITIONAL WORK PERFORMED:

1. Performs other duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet programs and relational databases.
- Working knowledge of construction materials and methods.
- Working knowledge of applicable codes, regulations and practices.
- Working knowledge of proper codes, procedures and regulations for various mechanical systems including plumbing, irrigation, electrical, heating and drainage.
- Working knowledge of City and Departmental policies and procedures.
- Working knowledge of the National Electric Code and its application.
- Operation of electrical test equipment such as digital and analog volt meters, ohm meters, and other electrical-related instruments and equipment.
- Working knowledge of Computerized Maintenance Management Systems (CMMS), including the ability to produce reports, schedule work, organize spare parts, convert information to Excel and provide feedback for asset management or facilities management program.

Skill in:
- Provide excellent customer service to internal and external customers.
- Troubleshoot, identify, problem solve and perform necessary repairs to complex electrical problems and malfunctions.
- Planning, assigning and scheduling the work of personnel involved in electrical/mechanical maintenance work activities.
- Supervisory skills including leadership, problem solving, interpersonal sensitivity, adaptability/flexibility and time management.

Ability to:

- Communicate effectively.
- Ability and willingness to perform assigned work independently with minimal supervision.
- Read, understand and interpret for others information in complex technical manuals, drawings, blueprints and schematics.
- Quickly analyze, diagnose, troubleshoot and correct faults in various types of mechanical and electrical equipment.
- Evaluate existing equipment and determine most efficient repair or replacement procedure.
- Evaluate new or replacement equipment for most efficient life cycle.
- Ability and willingness to follow oral and written instructions.
- Follow established safety rules and regulations and the ability to independently recognize and rectify hazardous safety situations.
- Pursue ongoing training to improve knowledge and skills in electrical/mechanical systems.
- Ability and willingness to adhere to provisions of the team agreements for the Park Operations Division.
- Ability and willingness to work outdoors in all types of weather conditions and indoors in tight confined spaces as needed.
- Ability to multi-task and manage multiple deadlines.
- 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:
    - Adequate hearing;
    - Correctable vision suitable for working on small parts, distinguishing between color-coded electronic parts and operate and reading a computer terminal;
    - Work with small parts, operate a computer workstation and power equipment;
    - Operate heavy equipment climb, bend and work from ladders;
    - Work from heights of up to 50 feet;
    - Position self at and above ground level on uneven terrain and in confined spaces;
    - Transport objects weighing up to fifty (50) lbs. occasionally, and up to seventy (70) lbs. infrequently;
    - Frequently communicate accurate information to others;
    - Travel between work sites.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions and indoors at a computer workstation or in tight confined spaces as needed. The work is in a high-risk environment which requires special safety precautions, i.e., working around high voltage electrical equipment. Employees may be required to use protective clothing such as coveralls, rain gear, masks, boots, goggles, gloves, shields, or other equipment. The person in this position independently moves and transports a variety of moderately heavy components and may be required to work weekends, holidays, or emergency shifts.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or equivalent (GED).
- Three years recent work experience in building trade area of electrical maintenance and repair. Successful completion of two years post-secondary education/training in the full range of electrical or mechanical systems may substitute for 2 years work experience. Structured coursework may be completed through programs at military training centers, community college, technical or trade school, apprenticeship, or other City-approved institutions.
- Experience working in an industrial electrical maintenance setting preferred.
- Experience with equipment such as aerial lift truck, auger, trencher and front-end loader and backhoe preferred.
- One year maintenance supervisory or lead experience preferred.
- Experience working with a computer-based maintenance management system preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license at time of hire and good driving record. A three-year driving record abstract must be submitted at time of hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Must obtain and maintain First Aid and CPR certification within one year of hire.
- Ability to secure a flagging and traffic control card within one year of hire.
- Willingness and ability to respond to emergency callouts on weekends and evenings or when special circumstances require.

PREPARED BY: J. Ivary
11/84

REVIEWED BY:
Nicole Oliver
Parks and Recreation Director

REVISED BY: J. Ivary
C. Sellin
4/91
L. Hill
T. Slack
10/07
T. Slack
K. Luxtrum
6/14
S. Janiszewski
E. Weinberg
6/2021
S. Janiszewski
M. Barrett
E. Weinberg
12/24

COMMISSION ADOPTION: 12/11/2024