City of Bellingham
Classification Specification

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

NATURE OF WORK:

Plans, schedules, implements and monitors all work activities in the Grounds program area. Maintains inventories of all program areas and their needs. Provides input on budgetary requirements, recommends new construction and renovation, and develops and implements an integrated pest management program for area of responsibility. Responsible for selection, care, operation, and replacement of all equipment in program. 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 – Grounds classification is distinguished from the Park Technician - Grounds classification by its specialized knowledge and responsibility for planning, scheduling, providing technical direction and serving as lead for the Grounds program area. 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 a Park Supervisor or manager. Work is performed under general supervision and the guidance of City and Departmental policy and procedure and applicable federal, state and local statutes, and regulations. Serves as lead to Park Technicians, Park Workers, and seasonal employees as well as volunteers 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 and schedules for program area. Works with supervisor to develop and implement work methods and standards for work within the Grounds program area.

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, documents, and updates all inventories and maintenance requirements for program area.

4. Manages all equipment within the program area including maintenance coordination, inventory and repair history, and replacement.

5. Designs, plans, and develops scope of work, materials, time and cost projections and implements renovation and construction projects for the program area.

6. 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.

7. 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.

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

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

10. Plans and implements an integrated pest management program using a system of guidelines for best management practices.

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

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Working knowledge of specific program area, including most phases of grounds care and horticulture
- Working knowledge of soil science.
- Working knowledge turf science including grasses and soils. This includes characteristics and maintenance requirements.
- Working knowledge of surface and subsurface drainage systems.
- Working knowledge of basic carpentry and masonry construction techniques.

- Working knowledge of integrated pest management concepts and strategies for best management practices.
- Working knowledge of basic horticulture skills.
- Maintenance management systems.
- Computer operation including word processing and data handling programs.

Skill in:
- Planning and assigning the work activity of crews involved in program area.
- Strong communication skills, good judgement, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees and personnel from outside agencies.
- Knowledge and skill in the operation of a wide range of tractors and other specialized equipment used in the program area.
- Leadership skills including, problem solving, interpersonal sensitivity, organizational skills, adaptability/flexibility and time management.

Ability to:
- Read, understand and work from plans and drawings.
- Ability and willingness to pursue ongoing training to improve knowledge and skills and keep current within the field.
- Approach, diffuse, and resolve confrontational situations.
- Ability and willingness to follow directions and to perform assigned work independently with minimal supervision.
- Willingness to adhere to provisions of the team agreements for the Parks 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:
  - Occasionally operate a computer and other office machinery such as a keyboard, mouse and phone;
  - Frequently communicate accurate information and ideas with others;
  - Frequently operate hand tools and power equipment safely;
  - Frequently move throughout City facilities and worksite locations;
  - Hear and see sufficiently to respond quickly in a noisy, fast-paced environment while meeting mandated safety standards;
  - Stand, stoop, bend, dig, reach, kneel, squat, ascend and descend terrain and equipment;
  - Frequently operate mechanical and electrical equipment of varying lengths and width, including small hand tools;
  - Frequently lift and move objects weighing up to 50 lbs., and occasionally transport objects weighing up to 100 lbs.

WORKING ENVIRONMENT:

Work is performed primarily outdoors in developed and undeveloped areas with frequent exposure to outdoor weather conditions. Work is occasionally performed in an office setting at a desk or computer workstation. Frequent exposure to difficult terrain and loud noises. Some

hazardous conditions exist when handling and applying pesticides. Moderate risk is involved while working with mechanical tools and equipment and site conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years' experience in grounds care in one or more of the following areas:
  - Performing turf, irrigation and horticulture maintenance of a large facility OR;
  - Forestry, trail maintenance and feature construction OR;
  - Athletic fields and grounds maintenance.
- One year of vocational school or related coursework in horticulture/grounds/turf care may substitute for one year of required experience.
- One year lead worker experience preferred.
- Experience in preparation of facilities/fields for special events preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check and child and vulnerable adult abuse records check.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Some positions may require the ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment. Must pass CDL-related drug and alcohol testing throughout term of employment.
- Must secure and maintain a Washington State Pesticide License within 12 months of hire.
- Must secure and maintain a valid First Aid and CPR certification within 12 months of hire.
- Some positions may require the ability to secure and maintain an International Society of Arboriculture certification within 12 months of hire.
- Some positions may require the ability to secure and maintain Irrigation Association Auditors Certification within 12 months of hire.
- Must secure and maintain a Flagging/Traffic Control Certification within 12 months of hire.

PREPARED BY: L. Hill
M. Harris
4/02

REVIEWED BY:_____
Nicole Oliver
Parks and Recreation
Director

REVISED BY: S. Janiszewski
M. Barrett
E. Weinberg
12/24

COMMISSION ADOPTION: 12/11/2024