City of Bellingham
Classification Specification

CLASS TITLE	**Park Specialist – Water Systems**
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 and operation of various Parks water systems. Plans and schedules maintenance; performs complex technical work; maintains inventory of maintenance needs; determines required equipment, materials and supplies; and operates equipment as necessary to perform maintenance activities. Serves as lead worker in program area; provides training, technical guidance, day-to-day direction and 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 – Water Systems is distinguished from other Park Specialists by its utilization of journey-level trade skills to perform complex technical work requiring specialized training in the maintenance, installation and repair of various water systems including plumbing, irrigation, drainage and sewage.

The Park Specialist is further distinguished from Park Technicians in that Park Technicians operate primarily in hands-on capacity, supporting the program by implementing Park Specialist's approved work plans. The Specialist operates in a broader capacity which includes planning, scheduling and monitoring program area work.

SUPERVISORY RELATIONSHIPS:

Reports to the Parks Facilities Manager ~~Park supervisor or manager.~~ Work is performed under general supervision and the guidance of City and Departmental policies and procedures and applicable regulations. Serves as lead worker in program area; provides training, assigns work and provides day-to-day direction 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 water systems maintenance including plumbing, irrigation, drainage and sewage systems. Works with Supervisor to establish performance standards for work activities.

2. Serves as lead worker in program area. 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. Maintains inventory of water systems assets and maintenance requirements. Inspects, documents and updates all inventories. Ensures compliance with applicable statutes for backflow prevention, boilers and other systems.

4. Installs, repairs and maintains plumbing, irrigation, drainage and sewage systems.

5. Acts as 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. Provides input on Parks design standards.

5. Determines appropriate equipment and materials to complete work according to specifications, verbal instruction, and/or 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.

6. Interprets and uses engineering drawings and other applicable specifications in the installation and maintenance of plumbing, irrigation, drainage and sewage systems. Assists with permitting and inspection processes. Works closely with contractors and/or consultants for maintenance and repair projects.

7. Conducts utility locates for Parks owned underground systems.

8. Determines supplies and materials necessary for repair stock and to complete specific repair and installation projects.

9. 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.

10. Operates tractor equipment as necessary including backhoes, excavator, front-end loader, auger and trencher.

11. Responds to citizen concerns. Investigates program area complaints and concerns and resolves within scope of responsibility..

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

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Working knowledge of proper codes, procedures and regulations for various water systems including plumbing, irrigation, drainage and sewage.
- Working knowledge of Uniform Plumbing Code.
- Working knowledge of cross connection for backflow prevention.
- Surface and subsurface drainage systems.
- Maintenance management systems.

Skill in:

- Planning, assigning and scheduling the work of personnel involved in water systems maintenance work activities.
- 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.
- Leadership skills including problem solving, interpersonal sensitivity, organizational skills, adaptability/flexibility and time management.

Ability to:

- Read and interpret blueprints.
- Perform assigned work independently with minimal supervision.
- Ability and willingness to follow oral and written instructions.
- Leadership skills including problem solving, interpersonal sensitivity, adaptability/flexibility and time management.
- Ability and willingness to pursue ongoing training to improve knowledge and skills in water systems.
- Ability and willingness to adhere to provisions of the team agreements for the Operations Division.
- Ability and willingness to work outdoors in all types of 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 operate hand and power tools and equipment safely in a noisy work environment;
  - 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 descent terrain and equipment.
  - Frequently work from heights of up to 40 feet;
  - Occasionally operate a computer and other office machinery such as a keyboard, mouse and phone;
  - Frequently communicate accurate information and ideas with others;
  - Frequently lift and move objects weighing up to 50 lbs, and occassionally transport objects weighing up to 100 lbs.

WORKING ENVIRONMENT:

Work is primarily performed outdoors in developed and undeveloped areas with frequent exposure to all weather conditions. Moderate risk is involved while working with mechanical tools and equipment and site conditions (underground plumbing, sewage, etc.).

EXPERIENCE AND TRAINING REQUIREMENTS:

- Valid journeyman plumbing certification by time of hire and throughout employment.
- Three years of work experience in building trade areas of plumbing, irrigation and drainage maintenance.
- One year of vocational school or related coursework in building trade areas of plumbing, irrigation and drainage may substitute for one year of required experience.
- Experience with equipment such as auger, trencher and front-end loader and backhoe preferred.
- One year of lead experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check and child and vulnerable adult abuse records check.
- Must complete Washington State Department of Social and Health Services Backflow Assembly Test Certification.
- Valid Washington State driver's license by the time of hire and good driving record. Must submit a three-year driving abstract prior to hire.
- Ability to secure and maintain a valid First Aid and CPR certification within 12 months of hire.
- Ability to secure and maintain a flagging and traffic control certification 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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COMMISSION ADOPTION: 12/11/2024