

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Maintenance Aide III – Park Stewardship	UNION:1937
CLASS TITLE:	Maintenance Aide III	SG:104
DEPARTMENT:	Parks and Recreation	CS:N
		FLSA:Y
		EEO4/SOCCODE:SM/37-3011
		SEASONAL

JOB SUMMARY:

This position is responsible for performing daily work activities and physical labor associated with the Park Stewardship program area. Assists in the restoration and maintenance of parks and open spaces in the Bellingham Park system. Work activities include ecological restoration fieldwork, invasive species removal, native plant installation, fencing, monitoring work areas, inspections, and grounds maintenance activities at parks, natural areas, and other City property. Provides general information and answers questions within scope of responsibility from volunteers and members of the public. Accurately records and reports on work performed. May work independently or with a team.

SUPERVISORY RELATIONSHIP:

Reports to Park Stewardship Field Supervisor. Work is performed under general supervision. Serves as lead to lower classified staff and volunteers as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Serves as lead when working with lower classified staff. Ensures safe and efficient performance of daily work; provides basic on-site instruction and direction. Refers technical questions to Park Technician, Park Specialist or Supervisor as appropriate. Refers personnel issues to Supervisor.
2. Performs or assists in the performance of maintenance and restoration of parks, open spaces, rights-of-way, wetland mitigation sites, native plant nursery, and other City property.
3. Leads volunteers in restoration projects such as invasive vegetation removal, native planting, mulching, watering, and other related grounds maintenance tasks as assigned.
4. Maintains park areas by picking up litter, cutting back brush, weeding, pruning, blowing, and reporting issues and safety concerns as necessary.
5. Performs manual labor such as digging, shoveling, raking, lifting, and pushing a wheelbarrow.
6. Operates or assists in the operation of a variety of automotive equipment such as pickup trucks with trailer attachments, small tractors, and dump trucks (with manufacturer's weight rating of less than 26,001 lbs.).

7. Operates a variety of shop and portable hand and power tools, such as shovels, rakes, pruners, loppers, hedgers, brush cutters, blowers, mowers, string trimmers, chainsaws, air compressors, pneumatic attachments, drills and drivers. repairs hand and power tools as necessary. Maintains tools by cleaning and ensuring proper storage. Reports tool needs and concerns to supervisor.
8. Accurately records and reports on work performed. Utilizes computerized maintenance management system to record hours and tasks completed. Performs data entry and updates records related to volunteer restoration activities.
9. Answers inquiries and advises the public of park rules, regulations and policies within scope of authority. Provides information and instruction to volunteers during volunteer work parties.

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**Knowledge of:**

- Use of hand and power tools.
- Turf, tree and shrub care.

Skill in:

- Excellent interpersonal skills for interaction with City staff, department staff, volunteers, students, and the public.
- Good judgement and problem-solving skills to address changing conditions and novel situations.
- Basic computer skills to learn and utilize computer software and technology as required to perform various tasks.

Ability to:

- Work independently without constant supervision.
- Provide training and lead the work of others.
- Work outside in all types of weather.
- Follow established safety rules and operate equipment in a safe manner.
- Match the appropriate tool to the task and be aware of the basic cause and effect relationship in the operation of machinery.
- Work effectively with diverse groups of people including the general public and personnel from other agencies, including de-escalation skills.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability and willingness to follow both oral and written directions.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
 - Manual dexterity sufficient to operate hand and power equipment safely and efficiently;
 - Perform tasks requiring repetitive hand and arm movements;
 - Stooping, bending, kneeling, climbing, and lifting;
 - Communicate accurate information and ideas with others;

- Operate mechanical equipment for extended periods of time in inclement weather and on uneven terrain;
- Frequently transport objects weighing up to fifty (50) lbs. Materials in excess of this weight are moved with assistance.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions. This is a public-facing position that may encounter confrontational situations. Occasionally works indoors at a desk or computer terminal. May be required to use appropriate safety equipment. The work involves a moderate risk work environment, which requires employees to follow established safety procedures in operating equipment and performing repetitive activities.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Successful paid work experience in grounds and facilities maintenance or manual construction labor using manual and power tools and motorized equipment required.
- Demonstrated experience in ecological restoration, horticulture, natural resources, environmental studies, or related field.
- Experience in a lead position preferred.
- Experience leading volunteers and/or students preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Ability and willingness to work a flexible schedule, including evenings, weekends and holidays, as assigned.
- Must possess or obtain First Aid, CPR/AED certification within one month of hire and maintain throughout employment.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- 18 or more years of age.

PREPARED BY:

F. Fradenburgh
S. Janiszewski
E. Weinberg
8/26

REVIEWED BY

Nicole Oliver, Director
Parks and Recreation