

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Park Specialist - Trails	UNION:1937
CLASS TITLE	Park Specialist - Grounds	SG:112
DEPARTMENT:	Parks and Recreation	CS:E/P
	Operations Division	FLSA:Y
		EEO4/SOCCODE:SC/37-3011

JOB SUMMARY:

Plans, schedules, establishes performance standards, monitors and implements all work activities in the Trails program which includes trails and greenways, open space natural areas and wetland mitigation. This includes maintaining inventory of all Trails program areas and their needs, providing technical direction and training to staff, providing input on budgetary requirements, recommending new construction and renovation, and developing and implementing an integrated pest management program for area of responsibility. Responsible for the selection, care, operation and replacement of all equipment for the program area. Oversees all staff assigned to program area and provides input on performance evaluations. Participates in the hiring of seasonal employees, subject to supervisor approval. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

SUPERVISORY RELATIONSHIPS:

Reports to Parks Field Supervisor- Trails. 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 worker to Park Technicians, Park Workers, and seasonal employees as well as volunteers and any other available resources. Coordinates activities with other Park Specialists.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops and implements work programs and schedules for all aspects of the Trails program which includes restoration and repair of trails and greenways, maintenance of open space natural areas, wetland mitigation, drainage systems, bridges and boardwalks.
2. Serves as lead worker to lower classified staff in the Trails program area; provides training, technical guidance and day-to-day direction. Participates in hiring of all seasonal staff, subject to supervisor approval. Makes recommendations regarding hiring of permanent staff and disciplinary action of all employees in program area. Provides information regarding employee performance to supervisor.
3. Inspects, documents, and updates all Trails inventory areas and maintenance requirements. Monitors for hazards and encroachments. Works continually to update boundary marking and mapping of the inventory. Works with other City departments and work groups.
4. Oversees all equipment within the Trails program area including maintenance coordination, inventory and repair history, and replacement.
5. Designs, plans, and determines scope of work, materials, time and cost projections and implements renovation and construction projects for the Trails program area.

6. Assists in the development of the Trails 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.
7. Responds to citizen concerns. Investigates Trails program area complaints and concerns.
8. Acts as the technical resource for expertise in the trails field. Provides technical information to assist the Parks Department other agencies and community interests to aid in decision about best management practices and specification for work within the Trails program area.
9. Plans and implements an Integrated Pest Management Program using a system of guidelines for best management practices.
10. 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:

- A working knowledge of urban forestry practices including woody and herbaceous native plants and their characteristics and maintenance requirements.
- A considerable knowledge of trail and trail feature construction techniques and materials.
- Natural and managed drainage systems.
- A working knowledge of integrated pest management concepts and strategies for best management practices.
- A working knowledge of drainage systems: repair, design, installation and operation.
- A working knowledge of managed and natural ecosystems.
- A working knowledge of horticultural practices
- A working knowledge of wetland mitigation methods
- Knowledge of resource management systems.
- Knowledge of computer operation including word processing and data handling programs.
- Knowledge and skill in the operation of a wide range of tractors and other specialized equipment used in this type of work.

Skill in:

- Skill in planning and assigning the work activity of assigned crews involved in Trails program activities.
- Willingness to pursue ongoing training to improve knowledge and skills and keep current within the field.
- Leadership skills including problem solving, strong interpersonal skills, organizational skills, adaptability/flexibility and time management.
- Excellent oral communications skills, good judgement, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees and personnel from local agencies.

Ability to:

- Approach, diffuse and resolve confrontational situations.
- Understand and follow Parks and City policies.

- Ability and willingness to follow directions and to perform assigned work independently with minimal supervision.
- Ability to read, understand and work from plans and drawings.
- Willingness to adhere to provisions of the team agreements for the Park 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.
- Physically perform the essential functions of the positions, 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 herbicides or 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, forestry, vegetation control, trail maintenance or trail construction.
- One year of vocational school or related coursework in horticulture/grounds/turf care may substitute for one year of required experience.
- Knowledge of all facets of park trails and grounds care for the local ecology.
- One year lead worker experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing criminal convictions check and child and adult abuse records check.
- Valid Washington State driver's license by the time of hire and good driving record. A three-year driving abstract must be submitted prior to hire.
- 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.
- Ability to secure and maintain a Washington State Pesticide License within 12 months.

- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.
- Must secure and maintain a Flagging/Traffic Control Certification within 12 months of hire.

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7/00

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