



Class Code: 410.1
WP Code: Landscape Pk MW I
Established: April 1996
Revised: March 2006
EEO Code: SM

CLASS SPECIFICATION

City of Newark, California

LANDSCAPE AND PARK MAINTENANCE WORKER I

DEFINITION

Under immediate/general supervision from a Maintenance Supervisor, and technical and functional supervision from a Senior Landscape and Park Maintenance Worker; to perform a variety of unskilled and semi-skilled tasks in the maintenance and repair of landscaped and park areas.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Landscape and Park Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Landscape and Park Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist in installing or maintaining irrigation systems and playground or park equipment.

Plant trees, shrubs and varied plants.

Prune, fertilize, mulch and water planted areas.

Mow and edge turf areas.

Spray for weed and insect control.

Maintain ball fields and playing areas.

Remove trash and debris and sweep and rake areas as required.

Maintain records of work performed and materials used.

May use a computer to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

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Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Uses and purposes of general construction and related maintenance tools and equipment.

Safe work practices.

Ability to:

Learn to perform unskilled and semi-skilled tasks in a variety of landscape and park maintenance and repair work; perform heavy manual labor.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing repair, installation, or maintenance tasks; work in conditions of various outdoor exposure; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry heavy weights; work in conditions of various outdoor exposure.

Learn to use a personal computer for electronic mail communication and to enter and retrieve data related to work orders, supplies, and hours worked.

Communicate clearly and concisely, both orally and in writing.

Work unusual/prolonged work schedules during emergencies or seasonally-caused circumstances.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required; some landscaping, general maintenance, or construction experience is preferred.

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Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a Class C California driver's license.

Probationary Period: 6 Months

FLSA: Non-Exempt