



## **Parks Services Aide**

### **DEFINITION**

Under general supervision, performs general park maintenance to maintain the appearance and safety of City parks by picking up and removing debris, litter, and trash; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision or direction from assigned supervisor. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey-level classification. Incumbents independently perform daily trash and debris collection and litter control.

This class is distinguished from the Park Services Assistant in that the latter is responsible for maintaining park lawns using a mower, weed eater, trimmer, and various maintenance tools.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Empties trash cans, picks up and removes debris, litter, and trash from parks, athletic fields, trails and landscape facility areas throughout the City.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Provides exceptional customer service to those contacted in the course of work.
- May assist with general cleaning and maintaining facilities in parks and recreation areas.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- The use and purpose of common hand tools used in grounds maintenance.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Safe driving rules and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Understand and carry out oral and written instructions.
- Identify potential safety hazards in parks and recreation areas.
- Operate various park maintenance vehicles and equipment.
- Work cooperatively and courteously around the public.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience**

Equivalent to graduation from high school; some experience in landscape or facility maintenance work is highly desirable.

**Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, and to operate varied hand and power tools and construction equipment; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; hearing and speech to communicate in person and over the telephone; finger dexterity to operate standard office equipment, operate above-mentioned tools and equipment, and access, enter, and retrieve data using a computer keyboard and calculator; possess the ability to bend, stoop, kneel, reach, and climb to perform work and inspect work sites; and possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds (anything in excess would require the use of proper equipment and assistance from other staff). Reasonable accommodations will be made for individuals on a case by case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field and may be occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions. This position requires the operation and use of a City vehicle.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	January 2023
FLSA	Non-Exempt
Salary Schedule	Public Services Salary Schedule/Range 5