

PARK MAINTENANCE INSPECTOR IDEFINITION

Under general supervision, inspects and monitors landscape-grounds maintenance on parks, recreation and open space properties; oversees the work of contractors performing various services including but not limited to landscape maintenance and projects, building janitorial services, tree pruning services, aquatic maintenance services and pavement cleaning services.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Inspects and monitors parks, recreation and open space properties to ensure the safe and proper pruning of plants and trees; park restrooms to ensure proper janitorial maintenance; aquatic facilities to ensure proper maintenance of pools, fountains and lakes; pavement cleaning contract areas to ensure that work is being performed properly; ensures all work performed is in accordance with contract specifications and details, and the quality and quantity of all materials and work accomplished. Ensures that contractors perform irrigation system checks and submits irrigation reports on time in accordance with specifications; performs irrigation system spot inspections to verify report accuracy. Holds contractors accountable for performance levels in accordance with contract specifications; enforces safe and proper maintenance practices. Completes daily, weekly, and monthly contract performance checklists; documents failure to perform. Takes and uses digital photographs to aide in the inspection and monitoring of parks projects. Uses current office software applications to prepare reports and other necessary documents. Performs minor repairs including but not limited to light carpentry, irrigation, janitorial, electrical, plumbing, masonry and fences. Receives and resolves customer complaints and contractor issues appropriately. Attends training seminars and takes courses in arboriculture, irrigation design and management, sport turf management, plant identification, water conservation, integrated pest management, landscape design and other related disciplines in order to learn the latest techniques and technology of the landscape maintenance industry. Responds to emergency situations in off-hours as required. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey-level classification in the Park Maintenance Inspector series. This class differs from the next higher class of Park Maintenance Inspector II in the level, scope and complexity of responsibilities. Additionally, incumbents in the class of Park Maintenance Inspector II perform at the advanced journey-level and have a greater degree of horticultural and skilled trade knowledge; they serve as a lead worker by providing training and guidance, and perform the more difficult and complex inspections.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of full-time experience in paid apprentice-level work in landscape-grounds maintenance, construction and/or landscape architecture, or an equivalent combination of training, experience and education. Coursework in ornamental horticulture, park administration, landscape architecture, or other related disciplines is strongly desired.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: horticulture and arboriculture including but not limited to plant identification and conditions that optimize the health/growth of trees, shrubs, groundcovers, turf, palms, cycads, cacti, succulents and other plants; pesticide laws and regulations concerning safe storage and application practices; common landscape pests and their control such as but not limited to insects, rodents, birds, aquatic pests, and pathogens; integrated pest management; maintenance and construction practices and methods in the following: landscape, janitorial, tree, aquatic facility, pavement, and lighting; safe and proper use of industry tools, equipment and vehicles; principals and practices pertaining to inspection methods and techniques; total quality service including leadership and motivation.

Skill in: the use of computers and current software applications to prepare reports, other necessary documents, and for communication purposes (e.g., e-mail); the use of digital cameras to use photographs to document and monitor parks projects.

Ability to: ensure the strict adherence to maintenance and construction specifications, plans and details; perform required periodic inspection of park sites, bike trails and other public recreational facilities and complete City check lists on time; verify the safe and proper use of industry tools, equipment and vehicles; meet schedules and timelines; read, interpret, apply and explain rules, regulations, policies and procedures; respond to requests for service or complaints in a professional and timely manner; use a digital camera; communicate effectively, both verbally and in writing.

PHYSICAL REQUIREMENTS

Due to the nature of work assignments, incumbents must have the ability to stand, sit, walk, climb stairs, stoop, bend forward, use both arms and legs, reach overhead, use a personal computer, and lift and carry up to 25 pounds.

SPECIAL REQUIREMENT:

Must possess and retain a valid California Class "C" Driver's License throughout tenure in this classification as a condition of employment.

SPECIAL WORKING CONDITIONS

Must be willing and able to work irregular hours, including weekends, holidays or evenings, as needed. Must be willing and able to work outside in a variety of weather conditions.

DESIRABLE CHARACTERISTICS

Successful performers are motivated, conscientious hard workers who take pride in performing thorough, high-quality work. These individuals have demonstrated some technical ability in horticulture, arboriculture, integrated pest management/pesticide management, and irrigation inspection and repair. They are able to work harmoniously and effectively with people. Successful performers are growth-oriented and take initiative to continue developing their skills in this field. They are team players who demonstrate reliability and dependability to other members of the park services team. They enjoy working outdoors and performing physical as well as light administrative tasks.

Class title established per Council Resolution No. 2010-007,
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