

City of  
**EDMONDS**  
Washington

**PARKS MAINTENANCE MECHANIC**

<b>Department:</b>	Parks, Recreation & Cultural Services	<b>Pay Grade:</b>	<b>J</b>
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	June 2013	<b>Reports To:</b>	Parks Maintenance Manager

**POSITION PURPOSE:** Under general supervision, diagnoses, troubleshoots, evaluates, repairs and maintains a variety of small equipment such as: commercial mowers, edgers, chain saws and other various types of two and four cycle and diesel power equipment; manufactures parts and parks related items for equipment and parks projects. Performs all parks related duties throughout the department as needed or requested including: landscape construction and grounds maintenance work in the beautification of City grounds and park locations; plants, sprays, fertilizes, prunes, irrigates and maintains lawns, plants, trees, shrubs and landscaped areas; designs and installs irrigation systems.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Repairs and maintains all types of small motorized equipment.
- Makes repairs to gasoline and diesel equipment, a variety of mowers and other small engine powered equipment; fabricates and welds equipment, tools and parts as needed.
- Installs, repairs and winterizes irrigation system; maintains equipment, grounds, ballfields, trails, shop tools and makes and repairs signs.
- Performs seasonal related tasks such as: assisting with holiday lighting, snow and ice removal, special events set up and support, leaf collection, fertilizing, top dressing fields and pruning.
- Performs landscape construction and grounds maintenance work in the beautification of City grounds and park locations; serves as crew leader on specific projects as directed.
- Instructs and guides seasonal employees in parks related duties.
- Operates equipment including: a backhoe, loader, tractors, chainsaw, chipper, handheld equipment, and various commercial mowers
- Troubleshoots equipment and tool issues; develops preventative and maintenance schedule and maintains appropriate records.
- Assists with the development of plans to address safety hazards throughout the Parks Department and researches safety topics and makes presentations.
- Substitutes and fills in as needed throughout the Department as requested or needed.
- Collects trash in restrooms and parks; performs grounds and irrigation maintenance, other general landscaping duties and picks up supplies and parts as needed.
- Cleans and sanitizes park restrooms and picks up litter and empties trash receptacles for City grounds and parks areas.
- Blows sidewalk clear of debris; moves picnic tables as required; inspects and notifies appropriate personnel of safety hazards and repair needs.
- Provides support to the Department/Division on matters as directed.
- May serve as staff on a variety of committees and prepares and presents staff reports and other necessary correspondence.

## **JOB DESCRIPTION**

### **Parks Maintenance Mechanic**

- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as assigned.
- Ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.

#### **Required Knowledge of:**

- Operation, maintenance and repair of various types of gasoline and diesel powered equipment including two and four cycle powered equipment.
- Diagnostic procedures of various types of small gasoline powered equipment and repair.
- Preventative maintenance procedures and processes for small gasoline and diesel powered equipment.
- Repair and equipment manuals and resources.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Operation and maintenance of hand and power tools and equipment used in assignment.
- Maintenance and repair of irrigation systems.
- Record-keeping techniques and basic report preparation.
- Health and safety regulations and procedures.
- Federal, state, and local laws, rules, and regulations related to assigned work.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications necessary to perform work assignments.
- English usage, spelling, grammar and punctuation.
- Basic principles of business letter writing.

#### **Required Skill in:**

- Maintaining, operating, and diagnosing of small gasoline and diesel powered equipment and engines such as: powered mowers, edger's, chainsaws, weed whackers and backpack blowers.
- Scheduling and performing preventative maintenance on equipment.
- Building and fabricating (metal) various parts for the repair and maintenance of equipment and facilities.
- Maintaining equipment repair, preventative and other related maintenance and parts records.
- Troubleshooting equipment problems and repair as needed.
- Performing general ground maintenance duties including mowing, edging and weeding.
- Utilizing and operating all tools and equipment used in the performance of assigned work.
- Using and referring to various repair and equipment manuals.
- Observing and adhering to health and safety regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Preparing and maintaining routine records, logs, and reports.
- Communicating effectively verbally and in writing.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED Certification and five years of experience in the operation, maintenance, and repair of small gasoline and diesel powered engines and equipment including two and four cycle powered equipment and commercial mowers; experience with the metal fabrication in the manufacture and repair of parts; and

**JOB DESCRIPTION**  
**Parks Maintenance Mechanic**

experience with landscape or grounds maintenance; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid State of Washington Driver's License.

CDL License Class A or B preferred.

Flagging Certification within 1 year of date of hire.

CPR, First Aid, AED, and Bloodborne Pathogen Cards within 1 year of date of hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

**WORKING CONDITIONS:**

**Environment:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Noise from equipment operation.

**Physical Abilities:**

- Hearing, speaking and otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting, standing, walking or otherwise positioning oneself for extended periods of time.
- Ascending/descending ladders and working from heights.
- Lifting/carrying or otherwise moving or transporting up to 50 lbs.
- Reaching overhead, above shoulders and horizontally.
- Wearing proper personal protective equipment as required by department or City policy.
- Bending, kneeling or crouching, reaching overhead, above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

**Hazards:**

- Working around and with sometimes noisy machinery having moving parts
- Exposure to chemical fumes and pesticides.
- Working at heights

Incumbent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_