CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Maintenance Aide III - Horticulture**	**UNION:1937**
		SG:104
CLASS TITLE:	**Maintenance Aide III**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4CODE:SM**
		SEASONAL

JOB SUMMARY:

This position is responsible for a seasonal crew of two to three people or works independently in the Urban Parks program. This lead position is responsible for transporting the crew to job sites as well as giving on-site instruction. May work independently or directly with the crew. This is a parks maintenance position whose primary work program is tree/shrub care. Secondary work programs assigned are turf care, mechanical and Natural Resources.

SUPERVISORY RELATIONSHIP:

This position works primarily in the Urban Parks program under the supervision of the Park Specialist - Urban Parks or an assigned Park Technician. Oversees the work of MA II Horticulture and any assigned personnel.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs as lead position of horticulture crew. Performs tasks in care of trees, rose gardens, shrub beds: prunes, edges, hand weeds, fertilizes, irrigates, applies bark and surface material, plants, etc.

2. Operates a variety of hand tools and power equipment. Examples of this equipment include chainsaws, brush chipper, hedge shears, blowers etc.

3. Operates automotive equipment such as pickup trucks with trailer attachments to transport equipment to work areas. Drives dump trucks to remove material, haul dirt, gravel, etc., as needed.

4. Conducts daily visual inspection and maintains all assigned equipment.

5. Maintains all horticulture tools. Reports tool needs and concerns to Park Specialist.

6. Maintains the tool supply shed in a clean, organized manner.

7. Answers questions and concerns from the public as well as other staff in other program areas.

ADDITIONAL DUTIES:

1. Assists in performing duties in the turf/irrigation area and trail construction area.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Ability to operate a variety of hand tools and small power tools.
- Willingness to adhere to Park Operations performance standards.
- Ability to perform routine and repetitive activities such as mowing, line trimming, weeding, etc.
- Ability to courteously work with the public and other City staff.
- Ability to follow oral and written instructions.
- Ability to meet the physical demands of the job.
- Ability to plan and execute assigned work without direct supervision.
- Ability to work outdoors in all types of weather.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Previous experience in a lead position working in horticulture preferred.
- Valid Washington State driver's license and satisfactory driving record. Must provide a 3-year driver's abstract prior to hire.
- 18 yrs. of age.

PREPARED BY: J. Luce
1/94

REVIEWED BY: _____
Marvin Harris
Park Operations Manager

REVISED BY: M. Wazny
L. Hill
S. Nordeen
1/02

_____
Paul Leuthold, Director
Parks and Recreation