CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Maintenance Aide III – Natural resources**	**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 the seasonal crew of two to three people in the Natural Resources program area. This lead position is responsible for transporting the crew to job sites, as well as giving on-site instruction. May work independently or with a crew. Works with, and assists in the maintenance and construction of trails and open space in the Bellingham Park system. May work with structures crew on various projects, including surfaces projects.

SUPERVISORY RELATIONSHIP:

Responsible to Park Specialist - Natural Resources or other employees as assigned. Oversees the work of extra labor employees, federally funded personnel, or volunteers as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs lead person role when working with assigned personnel. Is responsible to ensure that they work safely and efficiently.

2. Assists in the maintenance and construction of trails, trail structures, and open space. Installs signs, steps, and retaining walls.

3. Maintains right-of-way of trail by picking up litter and cutting back brush and weeds as necessary.

4. Cleans, weeds and adds gravel to trail surfaces.

5. Performs manual labor such as digging, shoveling, raking, lifting, and pushing a wheelbarrow.

6. Operates a variety of automotive equipment including pickup trucks, small tractors, and dump trucks.

7. Operates and maintains a variety of shop and portable power tools.

8. Cleans and repairs trail bridges and steps as needed.

9. Maintains records dealing with trail maintenance activities.

10. Performs other duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Excellent interpersonal skills for interaction with City staff, department staff, and the public.
- Ability to work outside in all types of weather.
- Ability to follow established safety rules and operate equipment in a safe manner.
- Ability to execute assigned work without constant supervision.
- Ability and willingness to follow directions.
- Ability to meet the physical demands of the job.
- 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 types of weather.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Previous experience in trail work preferred.
- Valid Washington State Driver's License and satisfactory driving record. Must submit a three-year driver's abstract prior to hire.
- 18 yr. of age.

PREPARED BY: D. Zegers
2/87

REVIEWED BY: _____
Marvin Harris
Parks Operations Manager

REVISED BY: L. Hill
S. Nordeen
12/01

_____
Paul Leuthold, Director
Parks and Recreation