

CITY COUNCIL MEETING  
August 5, 1981

00-94  
REVISED JOB  
SPECIFICATIONS  
APPROVED

Following introduction of the matter by City Manager Graves, Council, on motion of Councilman Hughes, Pinkerton second, approved the following revised job specifications:

- a) Park Maintenance Worker I
- b) Civil Engineering Technician I
- c) Civil Engineering Technician II
- d) Tree Trimmer
- e) Supervising Civil Engineering Technician
- f) Civil Engineering Assistant

## PARK MAINTENANCE WORKER I

## DEFINITION

Under supervision, to perform the more routine work in the maintenance of parks, playgrounds, athletic fields and other areas; to clean and maintain park equipment and facilities; and to do related work as required.

## DISTINGUISHING CHARACTERISTICS

Positions in this class perform the less difficult duties in parks and playground maintenance. A wide variety of hand tools, and hand operated power tools is used in performing assigned work. Although this class may be used for training new employees for positions with more difficult duties, employees who regularly perform the less difficult duties characteristic of Park Maintenance Worker I, should remain assigned to this class indefinitely. Employees hired in this class may be reallocated to Park Maintenance Worker II as they receive work assignments requiring more skills and duties.

## EXAMPLES OF DUTIES

Waters, mows, weeds, trims, and fertilizes lawns, rakes leaves, cleans walks, fields, courts, and other facilities; prepares baseball and softball diamonds by watering, dragging infields, raking, and lining; weeds, cultivates, waters, and sprays flowers and ornamental and foundation shrubs; picks up paper and debris; may operate power mowers, edgers, and other equipment; may drive vehicles, as required; assists in moving and installing park recreation facilities; performs unskilled work in the maintenance and repair of park structures and equipment; sweeps and cleans restrooms in park buildings; sets up park buildings for meetings and other events; on a temporary or training basis, may operate tractor-driven gang mowers and other light equipment.

## LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

## DESIRABLE QUALIFICATIONS

## Knowledge of:

Basic methods, tools, materials, and equipment used in park maintenance work;  
Safe work practices.

and

Ability to:

- Perform general park maintenance work;
- Use hand and power tools required of park maintenance work;
- Perform heavy manual labors;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: None required.

## CIVIL ENGINEERING TECHNICIAN I

## DEFINITION

Under general supervision, performs routine subprofessional engineering office and field work involving surveying and drafting and other related work as required.

## DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Civil Engineering Technician series. An incumbent in this class performs soil compaction tests, and serves as rodman or chainman in the field. In the office an employee in this class assists professional and subprofessional personnel by performing assigned routine computing, drafting, and related duties. Employees whose positions are allocated to this class are usually considered to be in a training status, and as assigned duties and responsibilities increase they may reasonably expect their positions to be allocated to the Civil Engineering Technician II class. Positions assigned only routine and repetitive duties should be permanently allocated to the Civil Engineering Technician I class.

## EXAMPLES OF DUTIES

Serves as rodman or chainman in performing supervised work with an engineering survey party in the field; in a training capacity, may operate transits and levels as instrumentman on the survey party; takes simple survey notes, does such engineering drawing as tracing maps and simple construction plans and diagrams; draws details from rough layouts of drawings; letters either freehand or with the aid of mechanical lettering devices; maintains drafting supplies and equipment; copies data, computes areas and tabulates readings; makes mathematical computations; may operate blueprint machine and develop prints; may take traffic counts and assist in traffic surveys and related projects, may take soil compaction and water and sewer leakage tests.

## DESIRABLE QUALIFICATIONS

## Knowledge of:

Drafting methods, techniques and equipment;  
The principles and uses of algebra, geometry, and trigonometry;  
Elementary engineering survey principles and practices.

and

## Ability to:

Do simple drafting neatly and accurately;  
Solve problems and make computations using algebra, geometry,  
and trigonometry;  
Follow oral and written directions.

Civil Engineering Technician I - 2

Experience: No experience required.

and

Education: Equivalent to completion of the twelfth grade supplemented by courses in algebra, geometry, trigonometry and mechanical drawing.

## CIVIL ENGINEERING TECHNICIAN II

## DEFINITION

Under general supervision, performs subprofessional engineering office and field work involving surveying, inspection, minor design and drafting; and to do related work as required.

## DISTINGUISHING CHARACTERISTICS

Employees in this class perform a wide variety of office and field subprofessional engineering work. Employees normally rotate between office and field assignments and are expected to be proficient in a variety of subprofessional duties in both assignments, and to assist in training subordinate personnel in these duties.

## EXAMPLES OF DUTIES

On field assignments, operates transits and levels to determine distances, layout curves and establish ties in the preparation of a variety of preliminary locations, construction, property, and other survey work; may serve as a working survey party chief working with subordinates in the observation, computing and recording of field data; determines lines, angles, distances, elevations, and keeps field notes of readings and observations; cleans and adjusts survey instruments; calculates cuts and fills for pipe and street work; takes relative compactio: tests; may perform field inspection on routine public works construction projects.

In the office, uses drafting instruments; performs design work on less complex public works projects; prepares rough layouts, tracings, drawings, diagrams, and plans for public works projects; performs the computing and drafting operations involved in reducing field survey notes; calculates distances, ties, angles, area, stations, traverses, closures; and construction quantities; lays out, draws, inks, traces, checks, and keeps maps up to date; refers to public records to obtain information necessary for projects; checks subdivision improvement plans for conformance with City requirements; takes traffic counts and surveys.

## LICENSE

Possession of valid California driver's license issued by the State Department of Motor Vehicles.

## DESIRABLE QUALIFICATIONS

## Knowledge of:

Principles of algebra, geometry and trigonometry;  
Nomenclature, symbols, methods, practices, techniques, and  
instruments used in drafting, mapping, and surveying.

and

Civil Engineering Technician II - 2

Ability to:

- Perform a variety of office and field subprofessional engineering work;
- Collect and analyze data;
- Prepare neat and accurate construction plans, drawings and diagrams;
- Interpret engineering maps, plans, construction standards and legal descriptions;
- Understand and apply laws, rules and regulations;
- Establish and maintain cooperative working relationships.

and

Experience: Two years of subprofessional engineering office or field work experience.

and

Education: Completion of high school or equivalent supplemented by courses in drafting, trigonometry and surveying.

**TREE TRIMMER****DEFINITION**

Under general supervision uses hand, power and hydraulic tools and operates chipper and power boom in the trimming, topping and removal of city trees; climbs trees utilizing rope and saddle; and does other work as required.

**EXAMPLES OF DUTIES**

Climbs heights up to 60 feet using only ropes and saddle without the use of climbing hooks; operates power booms, hydraulic power tools, hand tools, hand and power saws while climbing and trimming trees in parkways, parks and around high voltage power lines; analyzes problems relating to the trees and assumes the responsibility for carrying out the appropriate action; determines limbs to be removed, rigs ropes in trees for safe removal of limbs; performs root surgery, topping and removal of trees, cavity work and limb cabling; cleans and maintains climbing and trimming equipment; trains other employees in the use of hand and power tools and in the operation of the power boom, chipper, chain saw and the lowering of limbs from trees; when not climbing assists in the operation of the chipper and in cleaning the work area, determines and provides appropriate protection to vehicular and pedestrian traffic and the work site; performs work on street maintenance crews as needed; and works with minimum supervision and acts as lead worker in the absence of the foreman.

**LICENSES**

Possession of an appropriate California operators license issued by the State Department of Motor Vehicles.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Power equipment, tools, materials and procedures used in the trimming and removal of trees in parkways, parks and around high voltage power lines.
- The operation and maintenance of power equipment.
- Safe work practices.

and

Ability to:

- Perform skilled tree maintenance.
- Operate power equipment used in tree maintenance.

Tree Trimmer - 20

- ° Identify tree species, diseases and insects.
- ° Understand and carry out oral and written directions.
- ° Perform heavy manual labor.
- ° Establish and maintain cooperative working relationships with those contacted in the course of work.
- ° Organize and supervise the work of others.

and

EXPERIENCE

Two years experience in tree maintenance work involving the operation of power boom and equipment; capable of climbing tree with rope and saddle without the use of climbing hooks.

and

EDUCATION

Equivalent to completion of the eighth grade.