

CLASS TITLE: PARKS MAINTENANCE INSPECTOR

CHARACTERISTICS OF THE CLASS:

Under general supervision performs skilled inspection work in securing compliance with City and governmental regulations, ordinances, contracts and maintenance programs for parks and related facilities; and other related assigned duties.

ESSENTIAL TASKS:

- Performs onsite inspections of parks, including grounds, amenities, playgrounds, community centers, various buildings, sports' fields, lighting systems, parking lots, walks/trails, landscape features, trees, ponds/lakes and other related park components
- Performs playground safety inspections and reports maintenance needs and non-compliance problems required by the National Playground Safety Program
- Inputs maintenance problems into the departmental Maintenance Management System
- Investigates complaints, confers with supervisors and department managers, if necessary, and facilitates appropriate response
- Performs inspections of maintenance contractor's work to ensure maintenance standards' compliance
- Maintains various records, reports and files
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED); and five (5) years of directly related experience, including two (2) years of inspection experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of methods, practices, techniques and materials used in grounds maintenance, buildings and park facilities maintenance and repair. Ability to organize and schedule work; ability to write clearly and legibly; ability to maintain detailed records; ability to enforce regulations with firmness, tact and impartiality; ability to follow verbal and written instructions; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Basic computer skills required; and skill in the use and maintenance of tools and equipment utilized in the Parks operations and maintenance programs.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a two-way radio and telephone; may be subject to walking, standing, reaching, balancing, bending, kneeling, handling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and National Playground Safety Inspector certification required within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; and requires frequent traveling to perform inspections; may be exposed to the following: hazardous materials, flammable liquids, excessive dust, extreme temperatures, wet surfaces, snow and ice covered surfaces, insect bites, compressed gases and high noises; and may be required to work overtime, holidays and be on emergency standby.

Class Code: 6539

EEO Code: N-07

Pay Grade: OT-17

Page 2 (continued from Parks Maintenance Inspector)

Group: Engineering, Planning & Technical
Series: Inspection

Effective Date: March 11, 2004