



# Parks/Trails Maintenance Specialist I

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 718  
Supervisory: No  
Reports to: Parks or Trails Maintenance Supervisor

### Summary

Under close to general supervision of the Parks or Trails Maintenance Supervisor, performs semi-skilled and skilled maintenance, construction, and repair work to clean and maintain Utah County parks, parkways, and trails. Incumbent performs duties at an entry or training level or routine tasks that are less complex than those performed at the full performance level.

### Essential Functions

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

1. Clean and maintain parks, parkways, trails, restrooms, parking lots, pavilions, picnic areas, fish cleaning stations, boat docks, and equestrian facilities; inspect for hazards and necessary repairs; clean up body fluid and biohazard spills, as needed.
2. Maintain parkways, park grounds, and trails; mow and edge lawns; rake leaves and remove trash, clippings, trimmings, and other debris; trim and cut large trees using chainsaws, pole saws, and hedgers; cut back brush from trails; spray trails and park areas to control noxious weeds and undesirable vegetation; assist with controlled burns, as needed.
3. Assist with maintaining sprinkler systems.
4. Perform snow removal services in County parks, building parking lots, and parkway trails and bridges with snowplow trucks, snow throwers, and shovels.
5. Haul topsoil; fill and level designated areas; install sod.
6. Assist with preparing facilities for scheduled events and activities; assist with opening and closing parks, trails, and associated facilities, as needed.
7. Operate light equipment, including tractors, trenchers, riding lawn mowers, forklifts, lawn edgers, and chain saws.
8. Assist with equipment maintenance; monitor and report overall equipment performance; perform minor repairs, as needed.
9. Drive or transport equipment by trailer to multiple job sites, as needed.
10. Maintain facilities, as needed; pressure wash picnic tables, pavilion floors, and other areas; clean park restrooms, including floors, mirrors, toilets, and sinks; restock toilet paper, soap, and air fresheners.

### For Office Use Only

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Job Title: Parks/Trails Maintenance Specialist I  
FLSA: Non-Exempt  
Effective Date: 8/17/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: Yes  
ML: Individual Contributor

11. Assist with painting County parks, parkways, trails, and other facilities, as needed.
12. Assist other divisions with joint projects, or as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of park and trail maintenance operations and associated tools and equipment
- Knowledge of sprinkler systems
- Knowledge of general types of vegetation
- Skilled in reading, writing, and basic math
- Skilled in using various hand tools and operating light equipment
- Ability to understand and follow instructions
- Ability to maintain cooperative working relationships with those contacted during work activities

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

This job is typically performed for sustained periods outdoors and regularly in hot, cold, or inclement weather. This role requires the use of protective devices such as masks, goggles, and gloves. This job exposes incumbent to fumes, noxious odors, dusts, mists, hazardous chemicals, animal fecal material, human bodily fluids, and other biohazards. Incumbent may be exposed to vibrations and possible bodily injury from moving mechanical parts of equipment, tools, and machinery. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee is required to type, file, and lift office supplies up to thirty (30) pounds and may occasionally lift or otherwise move objects weighing up to one hundred (100) pounds.

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**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the county and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. High school diploma or equivalent.
2. Two (2) years of work experience related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain certification as a Forklift Operator and complete a defensive driving class during the probationary period for new hires or during the trial period for promoted County employees.

**Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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