

CASTLE PINES NORTH



METROPOLITAN DISTRICT

March 29, 2022

- Job Title:** Parks, Trails & Open Space Maintenance Specialist
- FLSA Status:** Non-exempt
- Reports To:** Parks, Trails & Open Space Manager
- Salary Range:** \$23.50 to \$27.50/hour, DOE
- Benefits:** Full benefits include health, dental, vision, life insurance, paid time off, paid holidays, contributions to a PERA-defined benefit plan and matching 401(k).

Position Summary

The Castle Pines North Metro District (CPNMD) has stewardship responsibilities for the community's network of outdoor parks, trails, and open space amenities, including:

- 352 acres of open space;
- Fourteen miles of 8-foot wide trails; and
- Three parks including Coyote Ridge Park, The Retreat Park, and Daniels Gate Park.

In that context and under the general supervision of CPNMD's parks, trails & open space manager, the Parks, Trails & Open Space Maintenance Specialist will assist in coordinating and supervising crews and contractors performing landscaping, turf maintenance, and repair projects of CPNMD-owned parks, center medians, trails, and open space areas. The maintenance specialist will perform landscape maintenance tasks and care for small trees and shrubs on CPNMD-owned property and other such duties as assigned.

Minimum Qualifications

- 1) Possess a high school diploma or the equivalent.
- 2) Possess a valid Colorado driver's license and provide a current motor vehicle record.
- 3) Driving record must be acceptable to the CPNMD's automobile insurance company.
- 4) Prefer completion of *some* college and/or trade school courses in horticulture, grounds maintenance, or related fields.
- 5) Prefer recent experience performing landscaping, grounds maintenance, small tree and shrub care, and irrigation.

Specific Responsibilities Include

- 1) Planting, pruning, and removing small trees and shrubs as directed.

- 2) Watering and fertilizing trees and shrubs and monitoring for effectiveness as directed.
- 3) Planting, renovating, and maintaining ornamental beds as directed.
- 4) Inspecting parks, trails, and open space areas, including play systems, irrigation systems, and park amenities, to ensure the highest standard of maintenance.
- 5) Mowing specified open space areas to maintain clearance along trails.
- 6) Assisting in the maintenance and repair of sprinkler systems and installing sprinkler lines and heads.
- 7) Inspecting parks, center medians, and open space daily to ensure all are clean and trash free.
- 8) Inspecting park restrooms daily to ensure they are clean and usable.
- 9) Removing snow from CPNMD trails, parking lots, and facilities.
- 10) Maintaining safe, clean working environments in the community center storage area.
- 11) Servicing and maintaining assigned equipment, making minor mechanical adjustments and repairs on equipment, and bringing equipment up to operating standards.
- 12) Assist in CPNMD functions as assigned by the parks, trails & open space manager.

Necessary Knowledge, Skills, And Abilities

- 1) Knowledge of basic hand and power tools, motorized vehicles, tractors, and other landscaping equipment, and must exercise generally accepted safety precautions while operating same.
- 2) Ability to identify and implement risk-management techniques to reduce exposure to injury, damage, and liability.
- 3) Possess a strong commitment to use all applicable work-safety rules, procedures, and equipment.
- 4) Knowledge of basic computer and software operations.
- 5) Basic knowledge of proper tree and shrub pruning.
- 6) Ability to follow verbal and written instructions and report operations verbally and/or in written form to superiors.
- 7) Ability to establish and maintain effective working relationships with employees and residents; ability to handle sensitive situations with tact and diplomacy; ability to organize, coordinate, and direct the work of others; ability to work in inclement weather.
- 8) Willing and able to accept any/all work assignments and carry them out efficiently.
- 9) Ability to inventory and maintain equipment.

Tools and Equipment Used

Pick-up truck, tractors and implements, power and hand tools, riding mowers, backpack sprayers, rototiller, chain saws, water truck, trenchers, snow-removal equipment, skid steer, first-aid equipment, and other equipment as assigned.

Physical Demands

While performing the duties of this job, the parks, trails, and open space maintenance specialist will be regularly required to reach overhead with hands and arms; stand and walk for extended periods; use hands and fingers to handle, feel or operate objects, tools, and controls; sit; climb or balance; stoop, kneel, crouch, stand on a ladder; grip or pinch objects; talk and hear. Must also have the ability to legally and safely operate a motor vehicle.

- 1) Must be able to hear and listen for instructions and warning signals.
- 2) Must regularly carry, pull, push, or lift up to 50 pounds and occasionally carry, pull, push, or lift more than 100 pounds with assistance.
- 3) Specific vision abilities required include close and distance visual acuity, night vision, peripheral vision, depth perception, and the ability to adjust his or her focus, allowing a broad field of vision.
- 4) Must be able to communicate clearly and effectively.

Work Environment and General Information

- 1) The work environment characteristics described here represent those which the parks, trails, and open space maintenance specialist will encounter while performing the essential functions of the job. Reasonable accommodations may enable qualified individuals with disabilities to perform essential functions.
- 2) While performing the duties of this job, the parks, trails, and open space maintenance specialist frequently works in outside conditions and is exposed to wet, humid, hot, and cold conditions. The employee occasionally works near moving mechanical parts and will occasionally be exposed to fumes or airborne particles, extreme cold, heat, and vibration.
- 3) The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- 4) The job description does not constitute an employment agreement between the employer and the parks, trails, and open space maintenance specialist. The job description is subject to change by the employer as the employer's needs and requirements of the job change.

For consideration, please submit a resume and cover letter to:

Castle Pines North Metropolitan District
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