

# Parks Inspector

DEPT: Parks  
DIV:  
DATE: September 2022

FLSA: Non-Exempt  
EEOC: Technician



## POSITION SUMMARY

Performs a variety of **inspections and assists with projects including parks, roadway landscapes, and detention basins**, overseeing the installation of all new construction, and installation of recreation facilities, parks, grounds, public facilities, and general environs.

## SUPERVISION RECEIVED

Works under the general supervision of the Parks Planning Manager.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

Conducts routine and complex inspections monitoring public infrastructure and construction practices for a variety of public works projects related to general improvements to Public Open spaces, Detention basins, park strips and planters, and installation of irrigation systems.

Reviews plans for and attends Development Review Committee meetings as the representative of the Parks and Facilities Department

Attends pre-construction meetings.

Performs general park and facilities installation inspections to monitor quality and compliance with established work standards.

Makes recommendations impacting project bond releases.

Ability to coordinate volunteer projects and lead out in the assignment and success of these projects.

Assists, as needed, with project management for special landscape and irrigation systems and selected building-related construction projects; develops punch lists, writes change order requests, approves work completed, and coordinates assigned projects with other City departments/work units as necessary.

Troubleshoots a variety of work performance and/or non-compliance issues; writes notices of work deficiencies and necessary corrections; problem-solves and negotiates contractual disputes; and implements or recommends a corrective course of action.

Inspects plant material, including street trees, for proper planting techniques; inspects restrooms, playground equipment, sports courts, paved trails, and parking lots, for accurate installation and potential maintenance issues; inspects irrigation systems for proper installation and operation according to plan.

Performs plan checks related to landscape and irrigation system specifications

Maintains appropriate documentation, statistics, and records as it relates to assigned areas of responsibility; prepares reports and presentations, works with outside agencies, and citizens as necessary and as assigned; makes appropriate recommendations in support of assigned work unit.

Assists with Updates and keeps an ongoing record of all City Owned properties and facilities. Including but not limited to parks, detention basins, park strips, open spaces, park restrooms, pavilions, well houses, public safety buildings, libraries, and general recreation facilities.

Performs other related duties as required and assigned.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Associates Degree in Facilities Management, Landscape Management, Construction Management, or related field

AND

B. Four (4) years of progressively responsible experience in the maintenance, upkeep, and beautification of turf, parks, facilities, and related environs;

OR

C. An equivalent combination of education and experience

2. Knowledge, Skills, and Abilities:

**Working knowledge** of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power overseeders, aerators, thatchers, welder, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

**Skill** in the operation of various types of light equipment such as gang mower, front end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry, and masonry.

**Ability** to interpret and provide suggestions on civil and architectural plans; ability to recognize and identify common weeds and pests; ability to recognize and identify diseases common to turf and greenery; ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively, perform various semi-skilled and skilled functions related to building maintenance; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public, ability to coordinate projects crews.

3. Special Qualifications:

Certification through the International Society of Arboriculture, the National Association of Landscape Professionals, or the National Recreation and Parks Association is desirable.

4. Work Environment:

Incumbent of the position generally performs in a physically demanding environment such as hiking and biking trails. Tasks require a variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem-solving. Frequent local travel is required with a City vehicle in the normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_