



Filing Deadline: 3/30/18

**City of Coeur d'Alene
Equal Employment Opportunity
Irrigation Technician/Lead Maintenance Worker**

Description Summary: The Irrigation Technician/Lead Maintenance Worker performs all the duties of the Lead Maintenance Worker with the additional responsibility for the operation of all irrigation systems in the City. Knowledge of all aspects of irrigation and control system design, installation, operation, maintenance, and repair is required. The position is assigned primarily to duties in the City park system but also is responsible for irrigation systems on all City properties. The work schedule may include weekends and holidays and the position responds to emergency situations. The position is under the supervision of the Parks Superintendent with wide latitude for independent judgment and initiative. The position requires Backflow Assembly Tester certification, Irrigation System Designer certification (preferred), and a Pesticide Applicator license. Additional licensing and/or certifications such as landscape technician and arborist may also be required. Four years' experience in irrigation system design and installation and experience in landscape maintenance, including supervisory experience, is preferred. The position works in a public building and outdoor environment with exposure to adverse weather conditions, power tools and equipment, and hazardous chemicals. This position may have contact with the public under stressful and emotional conditions.

Wages & Benefits: Starting wage is \$18.92 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. Excellent benefits package available. Membership in Public Employee Retirement System of Idaho (State Retirement) is required.

Essential Duties and Responsibilities: *(illustrative only and may vary by assignment)*

- Designs, installs, maintains, and repairs all irrigation systems on City properties;
- Operates irrigation systems, including setting, monitoring, and maintaining computerized controllers, timers, weather stations, and related control and alarm systems;
- Performs seasonal maintenance on irrigation system including turning on in spring and winterizing;
- Tests and repairs backflow valves and cross connection assemblies on all City properties, including preparing and maintaining required documentation;
- Supervises and performs operations and maintenance duties on City Park system and cemetery buildings and grounds;
- Supervises skilled and semi-skilled employees, including seasonal workers, by assigning and overseeing tasks, monitoring work output, training, scheduling, and assisting in evaluations;
- Plans and schedules Park system maintenance and improvement projects, including coordinating with other City departments and private contractors;
- Creates and maintains Park system records, documents, logs, and reports;
- Prepares and presents oral and written reports;
- Prepares facilities for and works during special events and rentals including, but not limited to, weddings, concerts, sporting events, festivals, and holidays;
- Coordinates with public and private party user groups, completing necessary site preparation, monitoring the facility during events, and assisting the public as needed;

- Supervises and performs grounds maintenance including, but not limited to, turf management, pesticide and herbicide application, tree care, shrub and planting bed maintenance, and hardscape installation in City park system and other City buildings;
- Maintains and operates irrigation systems, including programming clocks, replacing sprinkler heads, repairing line breaks, replacing valves, and general troubleshooting;
- Maintains buildings, docks, and facilities by supervising and performing routine custodial duties, making minor repairs requiring carpentry, plumbing, electrical, painting, masonry, and related work skills;
- Maintains interior and exterior of buildings and facilities, including remodels, renovations, and reroofing;
- Maintains inventory and proper storage of herbicides, pesticides, and fertilizers;
- Orders trees, annual plantings, and other supplies;
- Performs burial and internment duties, including coordinating with a funeral home, lot location, opening and closing the grave, and assisting bereaved family members and friends;
- Uses and maintains a variety of hand and power tools;
- Uses and maintains a variety of light equipment including truck, mowers, tractors, and backhoes;
- Inspects public facilities, parks, playgrounds, and playground equipment for hazards, makes repairs, and ensures safety of facilities;
- Performs snow removal and assists in cleanup of City after weather-related events;
- Presents reports to City Council, as needed;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Classification Requirements:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, materials, tool, and standard practices in the design, installations, maintenance, and repair of all irrigation systems on City properties;
- Specialized computerized irrigation and water control systems;
- Methods and techniques for inspection and certification of backflow valves and cross connection assemblies;
- City park system and cemetery policies and procedures;
- Employee supervision methods and objectives, including hiring, training, scheduling and assigning, and evaluations;
- Methods, materials, tools, and standard practices of landscape maintenance and groundskeeping;
- Methods, materials, tools, and standard practices of building and facility maintenance;
- Methods, materials, tools, and standard practices of irrigation system operation, maintenance, and repair;
- Building craft skills including, but not limited to, carpentry, plumbing, electrical, painting, and masonry;
- Operation and maintenance of hand tools;
- Operation and maintenance of power tools;
- Operation and maintenance of light equipment including, but not limited to, tractors, trucks, and backhoes;
- Applicable regulations and City policies regarding safe work practices, including application of herbicides, insecticides, and pesticides;
- Operation of personal computer and laptop and related software applications;

- Cemetery policies and procedures;
- Public sector, government, or related environment and operations, including general municipal management terminology, codes, acts, and regulations.

Skills and Ability to:

- Design, install, maintain, and repair all irrigation systems on City properties;
- Operate irrigation systems, including setting, monitoring, and maintaining computerized controllers, timers, pumps, weather stations, and related control and alarm systems;
- Test, repair, and certify backflow valves and cross connection assemblies on all City properties, including preparing and maintaining required documentation;
- Plan, supervise, and perform maintenance and repair duties on City cemetery buildings and grounds requiring landscape and building trade skills;
- Supervise skilled employees, including hiring, training, scheduling and assigning, and evaluations;
- Read and interpret blueprints, diagrams, maps, and cemetery plot maps;
- Perform burial and interment duties;
- Perform maintenance and repair duties on City Park system and cemetery buildings and grounds requiring landscape and building trade skills;
- Direct seasonal employees;
- Operate and maintain hand and power tools and light equipment;
- Operate a motor vehicle, including a dump truck and front end loader;
- Assist the public in a professional and courteous manner in stressful and emotional situations;
- Organize and schedule events;
- Prepare and deliver public presentations;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports;
- Use English and speak clearly for understanding;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problem
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

Acceptable Experience and Training:

- High school diploma or GED equivalency certification.
- Idaho Class B CDL license with airbrake endorsement is required;
- Backflow Assembly Tester certification is required; High school diploma or GED equivalency certification;
- Idaho Class B CDL license with airbrake endorsement is required;
- Irrigation System Designer certification is preferred; High school diploma or GED equivalency certification.
- Pesticide applicator's license required;
- Other certifications, including landscape technician, and/or arborist, may also be required;

- Four (4) years' experience in irrigation system design and installation is preferred;
- Four (4) years' experience in landscape maintenance, including supervisory experience, is preferred; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Secondary Duties & Responsibilities:

- Represents the Department to various committees and interest groups;
- Assists in burials with lot showings and sales, opening and closing graves, set ups, monument settings, and executing contracts;
- Assists public with cemetery plot locations;
- Assists in installation and removal of seasonal City decorations;
- Performs duties of Park Superintendent in that employee's absence;
- Performs other duties as assigned.

Physical Duties & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb and work on a ladder and hydraulic lift, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee may work in confined spaces and on building rooftops. The employee must frequently lift and/or move up to 50 pounds and, infrequently, up to 75 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone and to discern safety warnings such as alarms and emergency warning sounds. While performing the duties of this classification, the employee works in a public building setting where the noise level in the work environment is usually moderate and that includes exposure to power equipment, chemicals, and inclement weather.

Application Procedure: Applicants meeting the qualification requirements are invited to submit a complete City of Coeur d'Alene Employment Application to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is **Friday, March 30, 2018**. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.