



Job Description: Parks Worker

Department: Public Works	FLSA: Non-Exempt
Reports to: Public Works Director	Representation: AFSCME Union
Pay: Parks Worker I \$23.10 - \$29.49 Parks Worker II \$27.51 – \$35.11 Parks Worker III \$30.31 - \$38.68	Date Revised: February 19, 2026

General position summary:

Coordinate and perform maintenance duties and equipment operations requiring specialized skills in an area of park grounds, garden areas, horticulture, natural areas, playgrounds and related facilities. Uses hand tools, power tools and other construction landscaping equipment including operation of light, medium & heavy equipment.

Education:

High school diploma or GED

Experience:

One or more years' experience in general maintenance, safety precautions, lawn equipment, tool and Public Works equipment and operations.

Minimum requirements:

- Must be able to successfully complete a drug test.
- Must possess and maintain a valid State driver's license and maintain a good driving record.
- Ability to be available 24/7
- Ability to work in all climates and conditions
- Ability to lift and carry 50lbs occasionally and seldomly lift up to 100lbs
- Ability to receive the Hepatitis B series vaccinations
- Possess experience operating light to heavy equipment
- Possess experience operating all types of landscape and mowing equipment
- Possess knowledge and experience with building and facility maintenance and repair
- Possess knowledge of basic computer skills including Microsoft Excel
- Knowledge, skills, abilities, certification, and experience requirements listed are minimum standards. Other equivalent combinations of knowledge, skills, certifications, and experience may be considered

The City will consider any equivalent combination of knowledge, skills, education, certifications and experience to meet the minimum positions qualifications. Some applicants, particularly women, people with disabilities, and people of color are less likely to apply for a job if they do not believe they meet 100% of the hiring criteria. We encourage you to apply, and welcome applicants from diverse and varied backgrounds.

Essential functions:

The following information is not all-inclusive.

- Inspect, organize and perform landscape and grounds maintenance projects at one or more assigned park and/or garden areas, coordinating the irrigation, application of fertilizers and pesticides, and identification and care of ornamental and native plants and turf, meadows and wetlands. Mows, waters, weeds, prunes, and trims lawns, plants and trees.
- Perform precision mechanical work to repair park equipment, which may include metal fabrication, calibrating equipment, and use of specialized tools and equipment.
- Prioritize related building maintenance projects and performs building and grounds maintenance work, such as painting and carpentry; works with building contractors; and monitors custodial, and heating contracts.
- Operate equipment such as chain saws, hydraulic saws, blowers, line trimmers, edgers, chippers, front end loader, stump grinders, mowers, dump trucks and trailers, hand and power tools. May operate and maintain excavator, backhoe, front-end loader, tractors, dump trucks, aerial lift, and other construction equipment, large mowing equipment.
- Inspect all equipment to be used to perform park maintenance to assure that it is safe and in operable condition.
- Schedule and participate in the preparation, renovation and maintenance programs for sports fields, ornamental gardens, wetlands and natural resource areas.
- Monitor the operation of irrigation systems including programming controllers to ensure that watering schedules are suitable for varied turf grasses and plants, soil conditions, and current weather conditions.
- Ensure backflow prevention devices comply with local, state, or federal requirements.
- Schedule and participate in the repair of outdoor lighting.
- Inspect, schedule and participate in the repair and installation of playground equipment.
- Operate computer terminals and uses programs to order supplies and materials, prioritize work orders and track expenses; assist in the development of project budgets and works with vendors to purchase materials.
- Perform janitorial duties to maintain park facilities such as cleaning restrooms and picnic shelters, mopping, waxing and buffing floors, washing windows.
- Assure work is performed according to established safety practices and procedures. Directs and performs set-up of traffic control devices and procedures at a job site to provide safe working conditions and public safety.
- Provide tours and information for school and community groups and other visitors to explain garden culture aspects and general park information.
- Demonstrates safe working practices utilizing all safety equipment provided by the city such as, but not limited to body protection safety equipment for handling hazardous chemicals, metal welding protection, rotating equipment guards, gloves, gowns, eye and face shields.
- Follows all safety rules and procedures and contribute to the safety of co-workers and the public.
- Performs routine maintenance on tools, vehicles and equipment. Maintains all appropriate records.
- Removes snow and ice, sands roadways and plows as necessary.
- Assists other personnel within the department as workload and staffing levels dictate.
- Interacts effectively to problem solve and work with citizens, community groups and/or contractors. Maintains a friendly, positive attitude with all public contacts.
- Participates as an active Public Works Department team member by contributing to program development and organization planning.
- Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards, and professionalism.
- Maintains work areas in a clean and orderly manner.
- Follow all OSHA and City safety rules and procedures for work areas.
- Other duties as assigned by the Public Works Director.

Special requirements and certifications:

It is the employee's responsibility to keep certifications updated and turned into the Public Works Director or his designee.

Parks Worker I

- Must possess Traffic Flagger Certification within twelve (12) months of hire date.
- Must possess Competent Person training within twelve (12) months of hire.
- Must possess OR-OSHA qualified Confined Space training within twelve (12) months of hire date.
- Must possess OR-OSHA qualified Lockout/Tag-out procedures within twelve (12) months of hire date.
- Must possess Forklift certification within twelve (12) months of hire.
- Must possess Play Ground Safety Inspector Certification within twelve (12) months of hire date
- Ability to operate light equipment and train on heavy equipment.

Parks Worker II

- Must maintain Traffic Flagger Certification.
- Must maintain Competent Person training
- Must maintain certificate for completion of OR-OSHA qualified Confined Space training.
- Must maintain certificate for completion of OR-OSHA qualified Lockout/Tag-out procedures.
- Must maintain Forklift certification.
- Must maintain Play Ground Safety Inspector Certificate.
- Must possess certification for Irrigation Design and Repair.
- Must possess Cross Connection Control Specialist certification.
- Must possess current Oregon Public Pesticide Applicator License.
- Must complete and pass a minimum of 3 credits or equivalent semester hours/CDU's of related education in Landscape Technology annually.
- Ability to operate light equipment and train on heavy equipment.

Parks Worker III

- Must maintain Traffic Flagger Certification.
- Must maintain Competent Person training
- Must maintain certificate for completion of OR-OSHA qualified Confined Space training.
- Must maintain certificate for completion of OR-OSHA qualified Lockout/Tag-out procedures.
- Must maintain Forklift certification.
- Must maintain Play Ground Safety Inspector Certificate.
- Must maintain certification for Irrigation Design and Repair.
- Must maintain Cross Connection Control Specialist certification.
- Must maintain current Oregon Public Pesticide Applicator License.
- Must complete and pass a minimum of 3 credits or equivalent semester hours/CDU's of related education in Landscape Technology annually.
- Must possess a valid ISA Certified Arborist License.
- Ability to operate light equipment and train on heavy equipment.

Knowledge of:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Procedures, processes and methods of repair and maintenance of City infrastructure;
- Applicable procedures, processes and methods of treatment technology;
- Applicable systems, equipment and tools;
- Positive and effective customer service principles;
- Safe work practices;
- Basic mathematical concepts;
- Modern office equipment.

Skills in:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing lead work direction and evaluation (based on assignment);
- Prioritizing and assigning work activities and projects (based on assignment);
- Repairing and maintenance of specialized systems and equipment;
- Providing positive and effective customer service;
- Performing quality control checks and maintain safe work standards;
- Identifying issues and recommending solutions;
- Reading and interpreting technical documents;
- Preparing and maintaining documents and records;
- Teaching and conveying technical information;
- Adhering to safe work practices and following OSHA and City safety rules and procedures;
- Utilizing a computer and relevant software applications;
- Promoting a culture of teamwork and communication by working in collaboration and treating coworkers with respect and dignity and maintaining an open mind to diverse voices and ideas.

Values:

Employees at the City of Scappoose are expected to exemplify the behaviors set forth as follows:

- Excellence in Public Service.
- Respect for Diverse Voices and Ideas.
- Responsiveness in Customer Service.
- Tradition of Reliability.
- Stewardship of the Public Trust.
- Leadership with Ethics and Integrity.
- Culture of Teamwork and Communication.
- Emphasis on Innovation.

Employees are also expected to promote a positive work environment and to be effective and collaborative team members, while providing responsive municipal services to the citizens of the City of Scappoose.

Tools and Equipment:

Computers; phones; motor vehicles; light & heavy equipment; GPS/Survey equipment; material safety data sheets MSDS software; Data base user interface and query software; document management software; Microsoft office software; GIS software.

Working conditions and standards:

The City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Scappoose will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact your immediate supervisor.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as the Parks Worker. Detailed information may be available in a supplemental document.

Work locations are both office environment and outdoor environment. While working outdoors, employee will be exposed to varying temperatures from 0 to over 100 degrees, including rainy, windy, snowy or icy conditions. Work involves exposure to construction sites and related hazards, pollens, chemicals, paints, dirt, oil, grease, fumes, contaminants, hazardous equipment, loud noises, etc. While working indoors, the noise level in the office work area is typical of most office environments with telephones, personal interruptions and background noises. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases.

Physical demands may require Incumbent to sit or stand for extended periods while performing various duties. Employee will be required to occasionally lift/carry medium weight objects such as 50lb sacks of fertilizer and concrete and may also be required to seldomly lift heavy items weighing up to 100lbs, such as park tables/benches, wood and concrete debris.

Work standards include: Regular attendance and punctuality; Speak and act truthfully; Conduct oneself with integrity, morality, character and trustworthiness; Exhibit self-control; Detail-oriented; Thorough when completing work tasks; Accept constructive criticism; Calmly and effectively process high stress situations; Reliable, responsible and dependable; Willingness to take on responsibilities and challenges; promote good housekeeping and cleanliness.

Work schedule:

Typical hours are 7:00 a.m. to 3:30 p.m. Hours may vary, and the position is subject to overtime based on organizational need, weather and disaster.

As a Parks Worker you are considered essential personnel. This means that in the event City offices are closed due to inclement weather, etc., you are still required to report to work for your scheduled shift, as well as any extra hours required, which could include week day nights and weekends. Must be able to respond to a 24/7 operation, in case of an emergency, during week day nights and weekends.

Work hours and work days will be assigned by the Public Works Director.

Non-essential job functions:

Other duties as assigned.

Cooperate and assist with special City or community functions as requested.

May back up other City employees and City departments.