

ZONE CHANGE CHECKLIST
Maintenance Worker - Parks Section

REQUIRED					
	Zone 1 (Minimum Requirements)	Zone 2 (Required to move to Zone 2)	Done?	Zone 3 (Required to move to Zone 3)	Done?
1	Zone I requires one year of experience and/or training relating to parks or grounds maintenance.	At least one year in Zone 1		At least two years in Zone 2	
2	Must be able to perform a wide variety of manual labor for extended periods of time and under adverse weather conditions.	Must be able to perform a wide variety of manual labor for extended periods of time and under adverse weather conditions.		Must be able to perform a wide variety of manual labor for extended periods of time and under adverse weather conditions.	
3	High School Diploma or GED	Documented prior year of performance evaluation rating exceeds expectations or better.		Documented two prior years of performance evaluations rating exceeds expectations or better.	
4	Complete Sectional Training- Truck & trailer safety test, Flagging/Barricading, Fork Lift Training, Bloodborne Pathogen, Asbestos Awareness and Hazard Communication within eighteen (18) months of employment.	Completion of Sectional Training- Truck & trailer safety test, Flagging/Barricading, Fork Lift Training, Bloodborne Pathogen, Asbestos Awareness and Hazard Communication.		Completion of Sectional Training- Truck & trailer safety test, Flagging/Barricading, Fork Lift Training, Bloodborne Pathogen, Asbestos Awareness and Hazard Communication.	
5	Must be able to operate various ground related equipment and various power tools (mowers, line trimmers, blowers, snow blowers, aerators, chainsaws, skilsaws, etc.)	Basic understanding and ability to operate S-130 skid steers, backhoes, fork lifts, Toro 580 mower, 4720 and 1070 tractors.		Proficient in operating backhoes, plow trucks, fork lifts, bucket truck, loaders, skid steers and 5420 tractor.	
6	Must possess, or obtain upon employment a valid Arizona drivers license.			Must possess two certifications (see desired certifications below) at the discretion of the Parks Manager within two years of employment. (Commercial Drivers License Class "B", American Backflow Prevention Testing & Repairs, National Playground Safety Inspector, Certified Arborist, MaxiCom Central Control Irrigation Level 1 and II, MaxiCom Troubleshooting & Repair Training-Level II & III, Irrigation Auditor, ARC View GIS Level I and II, National Playground Installer, Certified Tree Worker, Aerial Lift Specialist, Master Gardener Program, Structural Pest Control License in Rights - of - Ways Weeds and Turf & Ornamental Spraying).	
7				Two years experience in directing permanent and temporary workers or helpers on job sites and have the ability to plan, direct, organize jobs, and review the work of others if needed.	
Duties (Performed while in Zone)					
	Zone 1 (Minimum Requirements)	Zone 2 (Required to move to Zone 2)	Done?	Zone 3 (Required to move to Zone 3)	Done?
1	Participates in irrigation installation and repairs.	Participates in the installation and maintenance of automated irrigation systems; may be assigned a lead role in this activity.		Participates in the installation and maintenance of automated irrigation systems; may be assigned a lead role in this activity.	
2	Participates in preparation and care of athletic fields or trail maintenance.	Working knowledge and participates in the layout, preparation and care of athletic fields.		Considerable knowledge in preparation and care of athletic fields and take a lead role in this activity.	
3	Actively participates in all snow operations activities as required.	Actively participates in all snow operations activities as required.		Actively participates in all snow operations activities as required.	

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4	Participates in such activities as helping load and unload equipment on trucks, helping dig and grade ditches using shovels and picks, trimming trees with power saws, and landscape construction work.	Participates in such activities as loading and unloading equipment on trucks, digging and grading ditches using shovels and picks, trimming trees with power saws, and landscape construction work.		Participates in such activities as loading and unloading equipment on trucks, digging and grading ditches using shovels and picks, trimming trees with power saws, and landscape construction work taking a lead role in this activity.	
5		Participates in the construction of new parks and playgrounds.		Participates in the layout and construction of new parks and playgrounds and may take the lead role.	
Required Skills, Knowledge, Abilities (Performed while in Zone)					
	Zone 1 (Minimum Requirements)	Zone 2 (Required to move to Zone 2)	Done?	Zone 3 (Required to move to Zone 3)	Done?
1	Basic knowledge of the hazards and applicable safety rules and precautions involved in equipment operation and park maintenance and development.	Working knowledge of the hazards and applicable safety rules and precautions involved in equipment operation and park maintenance and development.		Considerable knowledge of the hazards and applicable safety rules and precautions involved in equipment operation and park maintenance.	
2	Basic knowledge in order to detect needed repairs and/or make necessary operational adjustments on equipment.	Working knowledge of detecting needed repairs and make necessary operational adjustments or repairs on equipment.		Must be proficient in detecting needed repairs and make necessary operational adjustments or repairs on equipment.	
3	Ability to perform a wide variety of tasks that relate to landscaping, parks maintenance and various building and maintenance tasks.	Working knowledge and able to perform a wide variety of tasks that relate to landscaping, parks maintenance and various building and maintenance tasks.		Considerable knowledge and able to perform a wide variety of tasks that relate to landscaping, parks maintenance and various building and maintenance tasks.	
4	Ability to recognize and/or make repairs as necessary within assigned areas and report to supervisor.	Ability to recognize and make repairs as necessary within assigned areas and report to supervisor.		Ability to recognize and make repairs as necessary within assigned areas and report to supervisor.	
5	Ability to plan , schedule & prioritize ramada cleaning and trash collection and other routine duties.	Basic knowledge of modern practices used in parks, streetscape, trail maintenance, including automated irrigation and lighting systems, playground and accessibility standards, arboriculture and sport fields.		Working knowledge of modern practices used in parks, streetscape, trail maintenance, including automated irrigation and lighting systems, playground and accessibility standards, arboriculture and sport fields.	
6		Basic knowledge of plants, their diseases, weeds, insects, rodents, and methods of control.		Working knowledge of plants, trees, and grasses, and their uses, propagation, care, and maintenance.	
7		Basic knowledge of fertilizers, pesticides, herbicides, fungicides, and their safe application.		Working knowledge of fertilizers, pesticides, herbicides, fungicides, and their safe application.	
8		Ability to direct permanent and temporary workers or helpers on job sites and have the ability to plan, direct, and organize jobs.		Ability to read and work from blueprints, sketches, building plans as they pertain to park development.	
9				Working knowledge and training with a personal computer to produce and distribute correspondence, prepare necessary reports, records, and databases, etc.	

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Miscellaneous Requirements (To enter Zone)					
	Zone 1 (Minimum Requirements)	Zone 2 (Required to move to Zone 2)	Done?	Zone 3 (Required to move to Zone 3)	Done?
1	Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 12-hour shift basis.	Must have the ability to be contacted and to respond in a timely manner and be able to perform emergency work on an evening, weekend, and 12-hour shift basis.		Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 12-hour shift basis.	
2	Must be available to work various schedules depending on season and workload.	Must be available to work various schedules depending on season and workload.		Must be available to work various schedules depending on season and workload.	
3	Regular attendance is an essential function of this job to ensure continuity.	Regular attendance is an essential function of this job to ensure continuity.		Regular attendance is an essential function of this job to ensure continuity.	
4	Must be able to understand and carry out written and oral instructions.	Must be able to understand and carry out written and oral instructions.		Must be able to understand and carry out written and oral instructions.	
5		Must establish and maintain effective working relationships with other employees and the general public.		Must establish and maintain effective working relationships with other employees and the general public.	
Desired					
	Zone 1	Zone 2	Done?	Zone 3	Done?
1	Ability to direct temporary workers or helpers on job sites.	Ability to read and work from blueprints, sketches, building plans as they pertain to park development.		Basic knowledge in preparing and monitoring the parks budget, reports, and databases, as assigned.	
2	Certifications - Master Gardener, Commercial Drivers License Class "B"	Basic knowledge of carpentry, masonry, plumbing, electrical, and other building trades.		Working knowledge of carpentry, masonry, plumbing, electrical medium-sized equipment operation, and other building trades, as it relates to parks maintenance and construction.	
3	Professional memberships (National Parks & Recreation Assoc., Arizona Parks & Recreation Assoc., International Society of Arboriculture, Arizona Community Tree Council, Sports Turf Managers Association, etc.)	Professional memberships (National Parks & Recreation Assoc., Arizona Parks & Recreation Assoc., International Society of Arboriculture, Arizona Community Tree Council, Sports Turf Managers Association, etc.)		Professional memberships (National Parks & Recreation Assoc., Arizona Parks & Recreation Assoc., International Society of Arboriculture, Arizona Community Tree Council, Sports Turf Managers Association, etc.)	
4	Two years of college course work in Parks & Recreation, Horticulture, Forestry, Construction Management, or related field.	Bachelor's Degree in Parks & Recreation, Horticulture, Forestry, Construction Management, or a related field.		Bachelor's Degree in Parks & Recreation, Horticulture, Forestry, Construction Management, or a related field.	
5		Basic skills in operating a personal computer to produce and distribute correspondence, prepare necessary reports, records, and databases, etc.			
6		Certifications - (Commercial Drivers License Class "B", American Backflow Prevention Testing & Repairs, National Playground Safety Inspector, Certified Arborist, MaxiCom Central Control Irrigation Level 1 and II, MaxiCom Troubleshooting & Repair Training-Level II & III, Irrigation Auditor, ARC View GIS Level I and II, National Playground Installer, Certified Tree Worker, Aerial Lift Specialist, Master Gardener Program, Structural Pest Control License in Rights of Ways Weeds and Turf & Ornamental Spraying).			