



## PARKS AND PUBLIC WORKS TECHNICIAN III

---

DEPARTMENT: Public Works  
FLSA STATUS: Nonexempt  
REPORTS TO: Parks and Open Space Manager

---

### **Introduction to the City and Department:**

Join the City of Castle Pines, a hub of innovation and community spirit. In our Public Works Department, you'll be part of a dedicated team that prioritizes improving infrastructure and enhancing the quality of life for all residents.

### **Team Environment:**

You will be a vital seven-person Public Works team member responsible for maintaining and developing the city's streets and parks. Our entire organization is composed of 16 dedicated employees. We rely on a network of contractors and consultants for additional services, embodying a 'small but mighty' ethos. This close-knit environment fosters collaboration, innovation, and a strong sense of community impact.

### **General Purpose:**

In this strategic role, you will be responsible for performing or planning, scheduling, and supervising various maintenance tasks. You will oversee contracted crews performing landscaping, turf maintenance, and repairs in City-owned parks, open spaces, and rights-of-way. Your expertise will ensure that all City facilities and assets receive regular maintenance and necessary repairs, contributing to the City's appeal and safety. Your role ensures that public spaces are safe and functional and continue to be assets that enhance the community's quality of life.

### **Supervision Received:**

You will receive direct supervision from the Parks and Open Space Manager and may also receive direction from the Capital Projects and Operations Manager for specific assignments.

### **Key Responsibilities:**

*The list below illustrates the position's responsibilities and is not all-encompassing. The City may change these duties at any time.*

- Maintain parks, trails, and open spaces, executing landscaping, plant installation, and irrigation system maintenance tasks.
- Inspect and oversee the operation and maintenance of irrigation systems, applying water conservation measures.
- Perform regular inspections and maintain park facilities, open spaces, and trails to ensure they meet safety and aesthetic standards.
- Manage soil and turf care, including seeding, fertilizing, pest and weed control, and oversee the mowing and upkeep of green spaces.

## Job Description: Parks and Public Works Technician III (February 2024)

- Monitor and evaluate contracted maintenance services for compliance with City standards and contractual requirements.
- Assist in budget preparation and manage resources to ensure efficient and effective use of funds and materials.
- Recommend improvements to work procedures and maintenance methods to enhance efficiency.
- Provide on-call support for parks, streets, stormwater system repair, maintenance, and snow removal.
- Ensure all City facilities, vehicles, and equipment are safe.
- Respond to community inquiries and issues regarding parks and public works maintenance.

### **Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate the job's essential functions with or without reasonable accommodations. *Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities that are required and desirable.*

- Knowledge of principles of horticulture involving landscaping, ground maintenance, propagation, and care of plants, shrubs, and trees.
- Knowledge of fertilization and soil management.
- Knowledge of safe handling procedures of various chemicals and equipment.
- Skillfully use and maintenance of irrigation systems and mechanical tools and equipment.
- Working knowledge of various job-related equipment, for example, small tractors.
- Ability to perform skilled supervision and inspection of landscaping and ground maintenance.
- Proper use and maintenance of irrigation systems and mechanical tools and equipment.
- Ability to follow and provide clear oral and written instructions.
- Ability to effectively communicate with the public and contractors, ensuring a clear understanding of maintenance plans and fostering positive community relations.
- Basic computer literacy for managing operational tasks and communications.

**Professional Development:** We support our team's growth through ongoing training programs and workshops, encouraging continuous learning and advancement.

### **Educational Background and Experience:**

- High school diploma or equivalent, plus five years of relevant experience in landscaping and grounds maintenance.

**Licenses and Certifications:**

- Valid Colorado “C” driver’s license with a clean driving record.

As a Parks and Public Works Technician III, you will significantly contribute to the City's efforts to maintain our public spaces. Your dedication and skills will help ensure that Castle Pines remains a beautiful, welcoming, and well-maintained community.

**Physical Demands and Work Environment:**

*The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. The work environment characteristics described here represent those that an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

<b>Frequency Guide</b>			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
<b>Physical Task</b>	<b>Frequency</b>	<b>Physical Surroundings</b>	<b>Frequency</b>
Sitting	F	Extreme Temperatures	O
Standing	F	Inside Work	C
Walking	F	Outside Work	F
Running	R	Walking on uneven surfaces	F
Stooping	O	Working at height	R
Kneeling	O	Other:	
Squatting	O		
Climbing	R	<b>Environmental Conditions</b>	
Balancing	O	Exposure to Chemicals	O
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity Near	F	Work in Traffic	O
Visual Acuity Far	F	Local Travel	F
Depth Perception	F	Out-of-Town Travel	O
Color Discrimination	O	Other:	
Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	O	<b>Weight of Objects Moved</b>	
Heavy Equipment Operation	O	Over 100 pounds	R
Other:		Over 50 Pounds	O
		Over 10 pounds	O

Job Description: Parks and Public Works Technician III (February 2024)

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Received by:

---

Employee Name

---

Employee Signature

---

Date