

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

3. Working Title (if any):

Playground Tech

4. Name & Class of First-Line Supervisor:

Rich Bergmann 18-08

Work Phone: 266-6289

5. Department, Division & Section:

Public Works, Parks, Construction

6. Work Address:

1402 Wingra Creek Pkwy

7. Hours/Week: 40

Start time: 0700 End time: 1500

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is specialized technical work in the installation, servicing, repair and maintenance of playgrounds, playground equipment and playground surfacing. The work involves working with common as well as specialized tools and frequently involves making contacts with playground equipment manufacturers relative to repairs, ordering parts and meeting manufacturer specifications. The incumbent will frequently exercise sound judgment regarding repairs as well as insuring user safety until repairs can be made. This position provides general leadership to other parks maintenance staff in the area of playground maintenance and inspection. Works independently under the general supervision of the Parks Construction Supervisor.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% A. Inspection

1. Each of the cities playgrounds 1x per month
2. Audit each of the cities playgrounds 1x every 36 months
3. Follows a routine inspection checklist, tracks and follows up on needed repairs and maintenance
4. Checks for loose, shy and damaged components, exposed concrete footers and proper surfacing levels
5. Assures proper playground signage at all city playgrounds

33% B. Winter Duties

1. Snow removal, operates plows, snow blowers, hand shovels
2. Assist with city ice rinks
3. Grooms city x country ski trails

20% C. Maintenance & Repair

1. Securing loose fasteners, loose components, replacing worn, cracked or shy parts and components
2. Raking, redistributing, removing foreign objects from surfacing material
3. Removing graffiti from play equipment and any immediate \ adjacent amenities i.e. benches, retaining walls etc.
4. High skill in judgment as it relates to making decisions on playground equipment and surfacing safety, including when to make immediate repairs as well as how to properly make repairs according to manufacturers specs to maintain warranties, when to take equipment out of use, placing and following up on work orders
5. Read, interpret and adhere to ASTM, CPSC & NPSI regulations & manufacturers specs in all maintenance and repair activities
6. Make recommendations for equipment and surfacing replacement to management

7% D. Clerical

1. Accurately and consistently completes and files playground inspection forms
2. Maintains an up to date individual file for all playgrounds to include inspection forms
3. Maintains accurate inventory of playground equipment and surfacing as well as its condition and any manufacturers information specific to that playground.
4. Orders replacement parts, supplies and materials for the routine repair and maintenance of the playgrounds.
- 5.

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12. Primary knowledge, skills and abilities required:

Thorough knowledge of the materials, methods, tools, and techniques used in the installation, repair, and maintenance of playgrounds, playground equipment, and playground surfacing. Thorough knowledge of ASTM, CPSC and NPSI standards, guidelines and best practices as they relate to playground safety. Working knowledge of computer application programs such as e-mail, Microsoft Word and Excel. Knowledge in reading and understanding layout sketches, blue print diagrams and CAD designs. Working knowledge in mechanical skills required to repair and maintain the cities playgrounds. Ability to develop maintenance schedules and establish priorities. Ability to make recommendations concerning equipment and surfacing replacement. Ability to communicate effectively, both orally and in writing. Ability to carry out oral and written instructions. Ability to keep records that could be requested as public information. Ability to operate heavy equipment and to engage in

strenuous physical activities, including lifting heavy materials. Ability to maintain effective working and public relationships. Ability to operate motor vehicle. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Tools include those normally associated with general parks repairs along with tools specific to performing playground inspections and audits.

14. Required licenses and/or registration:

Valid Wisconsin Drivers License at time of hire. Must attain Certified Playground Safety Inspector (CPSI) certification within 6 months of hire, CDL within 6 months of hire.

15. Physical requirements:

Ability to work in all weather conditions, lift 50 lbs, walk and climb over varied terrain to perform inspections, some office work at a computer.

16. Supervision received (level and type):

Works under the General Supervision of the Parks Construction Supervisor

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE _____

DATE _____

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).


SUPERVISOR _____

9/25/11
DATE _____

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

New Playground Tech Position

Purpose Statement:

To fully maintain and inspect the cities playgrounds providing the proper level of commitment to provide our playground users safe, clean, quality playgrounds while making every reasonable attempt to eliminate playground hazards while recognizing we can not eliminate all elements of risk.

- Works under the general supervision of the Construction section supervisor, playgrounds Mar-mid Nov, winter work mid Nov – Feb
- Will have one seasonal assigned for May- September who will primarily handle surfacing issues (rake, pull weeds, remove foreign objects etc) and be available to assist for two person repairs of equipment.
- Will have a work truck assigned which the tech will keep stocked with tools and materials to allow for immediate routine repairs.
- Must become a Certified Playground Safety Inspector (CPSI) and obtain a CDL within 6 months of hire.
- Will perform a full safety audit on each playground once every 36 months and will be able to use all probes, gauges and other tools needed to complete the audit
- Will inspect and make necessary repairs to each city owned playground (currently 172) once per month April thru Oct.
- Performs clerical duties including accurately and consistently completing playground inspection forms, maintaining an up to date individual file for all playgrounds to include inspection forms, an accurate inventory of playground equipment and surfacing as well as its condition and any manufacturers information specific to that playground. Will order replacement parts, supplies and materials for the routine repair and maintenance of the playgrounds.
- Read, interpret and adhere to ASTM, CPSC & NPSI regulations & manufacturers specs
- Communicate directly w manufacturers reps with questions, repair guidelines, ordering replacement equipment etc.
- High skill in judgement as it relates to making decisions on playground equipment and surfacing safety, including when to make immediate repairs as well as how to properly make repairs according to manufacturers specs to maintain warranties, when to take equipment out of use, placing and following up on work orders
- Make recommendations for equipment and surfacing replacement to management.

CITY OF MADISON
HUMAN RESOURCES

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