



# City of Kingman, Arizona

**Classification:** Irrigation Technician  
**Department:** Parks or Golf Course Maintenance  
**Accountable To:** Parks or Golf Course Superintendent/Crewleader (depending on assignment)  
**Created/Revised Date:** June 2016  
**FLSA Status:** Non-Exempt **Salary Grade:** 204 **Band:** A **EEO4:** 7

## GENERAL DESCRIPTION OF POSITION:

Performs a variety of unskilled and semi-skilled tasks in the construction, maintenance and operation of irrigation systems and related plumbing. Installs and maintains irrigation systems at City Parks, Golf Course and related facilities. The duties are accomplished by performing maintenance tasks including inspecting, auditing, diagnosing, troubleshooting and repairing irrigation systems. Work includes general grounds and greens maintenance and facility maintenance and cleaning. An employee in this class may be assigned to other maintenance duties for the Department.

## SUPERVISION RECEIVED:

Works under the close supervision of a Parks Superintendent or Crewleader as assigned to Parks or Golf Superintendent or Crewleader as assigned to Golf Course.

## Supervision Exercised:

May provide supervision over Groundskeepers – Part Time, temporary agency workers, volunteers, community service workers and inmate trustee laborers.

**Essential Duties and Responsibilities:** Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Operates, maintains and repairs existing irrigation systems to ensure adequate moisture for plantings/turf. Sets and maintains automatic irrigation systems to run systematically according to the landscape care program.
- Designs, installs, tests and maintains new irrigation systems, backflow devices and controllers. May provide technical direction to other grounds staff with regard to irrigation systems design, installation and maintenance.
- Monitors and operates City irrigation system (computerized water management system). Replaces hardware as needed for this system (e.g., wires, valves, etc.). Monitors water usage.
- Performs maintenance and repair of all golf course and clubhouse irrigation components; pump station, sprinkler heads, satellite controllers, valves, etc.
- Inspects daily the pump station, recording daily water usage, monitoring system and filters. Inspect daily the assigned parks / golf course for areas of concern, wet areas, dry areas, and potential problems.
- Under the direct supervision and consultation with supervisory staff, responsible for proper watering techniques used on assigned area of parks and golf course turf, including hand/spot watering, landscaping irrigation, and operation of main computer systems.
- Reads and interprets blueprints and electrical schematics; Reads plans to install irrigation systems according to specifications.
- Performs the functions and duties of a "Groundskeeper" as required and assigned.
- Documents and maintains appropriate logs, schematics, records and inventory of systems, documenting work performed and equipment/supplies utilized.
- Assists in planning and construction of special parks and golf course projects as assigned.
- Works with supervisory staff to plan and complete landscape projects at multiple sites.

- Maintains inventory. Orders irrigation supplies, spare parts and equipment as authorized. Obtains quotes for services from outside contractors as requested, in compliance with city procurement guidelines.
- Keeps irrigation parts room and pump station clean and orderly at all times.
- Recommends and assists in prioritization of upgrades and replacement of systems and equipment.
- Responds to work order request and needs for assistance through various communication methods.
- Performs related maintenance and landscaping duties as required.
- Makes recommendations to supervisor staff on irrigation projects.
- Makes recommendations to supervisory staff of repairs required beyond capabilities.
- Assists in setting and scheduling irrigation system operations.
- Provides excellent and proficient customer service to both internal and external customers.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, weekends and holidays as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

### **Peripheral Duties:**

- Assists with special events set-ups and take downs.
- Serves as a member of various employee committees, as assigned.
- Performs related duties as required.
- Performs special assignments as requested.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- Graduation from high school or GED equivalent.
- Two (2) years experience in the installation, repair and maintenance work, associated with computerized irrigation systems, preferably utilized within municipal park systems and/or golf courses;
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the duties and responsibilities of the position.

#### **Knowledge:**

Considerable knowledge of maintenance and installation of parks, golf course and/or commercial irrigation systems, including automatic valves, controllers, sprinkler heads and various type of pumps and pumping systems; Working knowledge of equipment, materials and supplies used in the irrigation trade and building and grounds maintenance; Basic electricity and hydraulics as related to irrigation systems; Should be familiar with automated, computerized irrigation systems; Basic knowledge of grounds maintenance skills, including, but not limited to, drainage and water management, mowing, trimming, planting, weeding, pruning and fertilization; Basic knowledge of general maintenance and custodial practices and of equipment, materials and supplies used in building and grounds maintenance; Basic knowledge of equipment and supplies used to do minor repairs; Basic knowledge of traffic laws and rules involved in vehicle and equipment operation; Basic knowledge of Federal and State OSHA regulations and City policies and practices regarding safe work practices.

#### **Skills:**

Skill in the effective, safe operation of various tools and equipment used in landscaping and irrigation system maintenance; Performing plumbing and electrical repairs; Applying sufficient computer skills required to operate the computerized water management systems; Manual dexterity and vision sufficient to operate computerized monitoring systems Diagnose and repair problems and perform routine maintenance and repair activities; Following and maintaining safety standards, and identifying safety problems; Preparing inspection, maintenance and repair records and files; Promoting and enforcing safe work practices; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; Read and interpret schematics, blueprints and diagrams.

## **Abilities:**

Ability to diagnose and troubleshoot irrigation related problems; Design irrigation systems; Install and repair systems and controllers; Repair backflow prevention devices; Perform basic math calculations; Work independently and to complete daily activities according to work schedule; Prepare and maintain records; Lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Communicate orally and in writing; Understand and follow oral and written instructions and to communicate effectively orally and in writing; Use equipment and tools properly and safely; Adapt to changing priorities; Read and follow label instructions; Participate in teamwork productively and establish and maintain effective working relationships with employees, supervisors, and the public; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; Willingness to work shifts and hours for department to meet operational and service needs to include the working of early mornings, evenings, nights, weekends, holidays and overtime as scheduled and as necessary; and work in different weather conditions with exposure to the elements.

## **Special Requirements:**

Valid Arizona state driver's license or ability to obtain one; May require certification to handle and apply herbicides, pesticides, fertilizers, and related toxic chemicals; May require certification to operate and maintain back flow prevention devices/equipment.

## **WORK ENVIRONMENT:**

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

## **EXPECTED BEHAVIOR/QUALITY OF SERVICES:**

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

**Commitment** – Dedicate oneself to consistent and excellent public service.

**Innovation** – Implement unique, creative and cost-effective solutions.

**Communication** – Communicate in a positive, honest and productive manner.

**Integrity** – Adherence to high ethical standards.

**Diversity** – Promote inclusiveness and impartiality throughout the organization.

**Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

**Respect** – Demonstrate a high regard for others, support each other.

**Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

**All City employees are expected to conduct themselves consistent and in support with the above values.**

## **SELECTION GUIDELINES:**

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

## **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

**EMPLOYEE SIGN OFF:**

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_