



# Connecting With Staff Through Mission Driven Values

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# Introduction

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# **Introductory Guide for Part Time and Seasonal Staff at THPRD**

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An executive overview of how the Tualatin Hills Park & Recreation District operates and how all staff are instrumental.





# What is Park Maintenance?



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Guide Introduction

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THPRD Mission, Vision & Values

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The Planning Framework

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Park Maintenance Basics

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Park Maintenance Standards

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Professionalism

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Professional Development

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Helpful Links

# Project Overview

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**Welcoming and Inclusive**



**Play for Everyone**



**Accessible and Safe**



**Environmental Stewardship**



# Examples of How Park Maintenance Helps Meet District Goals



## Welcoming and Inclusive

- Maintaining entrances so people feel welcomed
- Emphasis on customer service
- Crime Prevention Through Environmental Design (CPTED)

## Play for Everyone

- Weekly and monthly playground inspections and regular playground chip refreshing
- Playground repairs, turf maintenance, and community garden improvements
- Athletic field maintenance and repairs

## Accessible and Safe

- Removing ADA barriers, portable toilet sightlines to help people feel safe
- Trail repairs and maintenance
- Picnic table and bench repairs/installations

## Environmental Stewardship

- Reduce outdoor water use wherever possible
- Prioritizing native plants in new plantings
- Tree health program and increasing tree canopy

## The “5 Pillars” of Park Maintenance



These five tasks are the minimum maintenance requirements at every park site, every week.

### Empty Garbage Cans

Overflowing garbage cans are unsightly, unsanitary and unsafe.

### Refill Dog Bag Dispensers

Providing dog bags helps encourage people to clean up after their pets and creates a welcoming environment for nonhuman family members.

### Rake Playgrounds Chips

Playgrounds have very specific safety and accessibility standards; maintaining the surfacing of the playground is imperative to meet these standards and ensure the playground is accessible to all peoples.

### Mowing

Maintained turf areas are more welcoming and encourage people to exercise.

### Blowing

Clean trails and pathways that are free of barriers and hazards are more accessible and easier to use.

# Diversity, Equity, Inclusion and Access



Diversity, Equity, and Inclusion (DEI) are organizational frameworks which seek to promote the fair treatment and full participation of all people, particularly groups who have historically been underrepresented or subject to discrimination on the basis of identity or disability.

Unconscious (or implicit) bias is a term that describes attitudes or beliefs that hold, outside our conscious awareness and control, and which can affect everyone. It is learned stereotypes that are deeply ingrained, universal, and able to influence behavior.

## Representation



As an employee of THPRD, you are expected to hold yourself to a higher standard; you represent the district first and yourself second. You are an embodiment of the district's mission, vision and values.

You never want to commit any sort of action that a member of the community or fellow staff member could interpret as negative or unprofessional. Some examples include:

- Swearing
- Loss of emotional control (anger or rage)
- Use of racial, sexual or non inclusive language and slurs
- Spitting, either in front of people or out of a moving vehicle
- Using casual or informal language (verbal and body)
- Being dismissive, aggressive or rude with patrons no matter the circumstance
- Talking poorly of others or the district to members of the public or other district employees
- Poor driving practices while in district vehicles
- Behaving poorly outside of work while in district branded clothing
- Excessive personal phone use or taking excessive break times



# Project Evolution

## Initial Draft

All encompassing guide

Training

Descriptions and details

Application/interview tips

## Final Product

What's at districts heart

Mentoring

High level overview

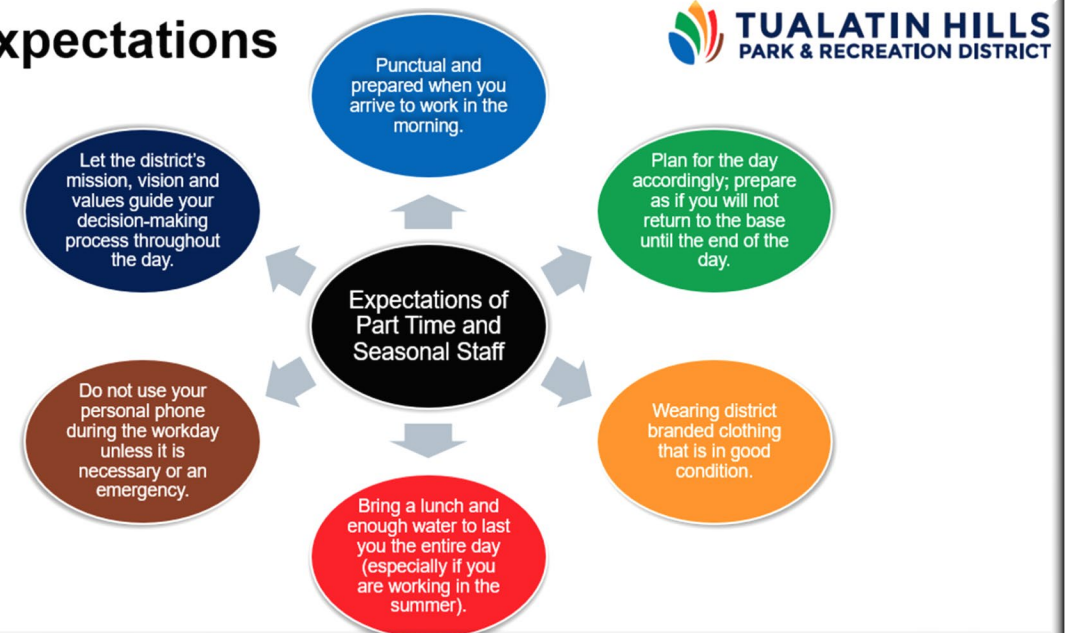
Professional development/growth

### Expectations of Part Time and Seasonal Staff

- You are expected to be punctual. Show up to work on time ready to work
- Wear weather appropriate, district branded clothing
  - District branded clothing in the form of short/long sleeve t shirts, sweatshirts, and hats will be provided to you on your first day. Rain gear will be provided if it is necessary. Long pants are required for most tasks, however shorts can be worn in the summer if it is safe to do so. All clothing must be clean and free of holes, rips or stains.
- Proper footwear
  - Safety toe work boots are highly recommended but not required. Footwear should be in the form of work boots or hiking/outdoor shoes; do not wear running, skateboarding or regular shoes. You should expect to come in contact with a variety of surface conditions everyday such as mud, gravel, grass and various hard surfaces.
- Lunch/water
  - Since the vast majority of this job takes place out in the field away from the base, try to bring a lunch everyday. Lunch is often taken out in the field, either in the truck or at a park or facility. Even though the route schedule is set, plans can change quickly and you may not be near a place to buy lunch.
  - If you do not have a lunch, please let your Tech know in the morning so they can plan the day accordingly. Try to bring a lunch that does not require refrigeration or needs to be heated up.
  - Bring enough water to last your entire day, especially in the summer. Some parks do not have water fountains. If you need a large water container, ask your specialist and they can provide one for you.

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### Staff Expectations



# Challenges

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Defining  
scope



Too much  
information



Maintaining  
high level  
overview



Relating  
everything  
together

# Lessons



Look within organization



Balance



Project timeline



# Looking Ahead

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Accessible and digestible

Easily modifiable and adjustable

New and aspiring staff

Personal Growth and Preparation

## Professional Development Opportunities



Professional development opportunities available for PT/S staff are considered on a case-by-case basis. Talk with your Park Tech, Specialist or Supervisor to learn about opportunities you may be interested in.

### Learn new equipment

This is the most important thing for prospective staff. Being able to safely operate a variety of equipment makes you an invaluable team member.

### Offer to work with different crews

Working with new people in new areas increases your district knowledge and experience. Everyone knows something you don't and can teach you something new.

### Obtain your pesticide applicator license

This is uncommon for PT/S staff and is usually reserved for PT/S staff that have been with the district an extended amount of time and have made it known they want a career within Park Maintenance at THPRD.

