



NORTH TAHOE PUBLIC UTILITY DISTRICT  
SEASONAL JOB DESCRIPTION

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**SEASONAL PARKS AND FACILITIES  
MAINTENANCE WORKERS I,II and CREW LEADER**

**THE POSITION**

Under the supervision of the Park and Facilities Superintendent, Seasonal Workers I, II and Crew Leader perform routine maintenance operations within North Tahoe Public Utility District boundaries. Facilities include Kings Beach State Recreation Area, Kings Beach Plaza, Coon Street and Tahoe Vista boat launch facilities, and several public beaches, restrooms and picnic areas as well as the King's Beach Conference Center, and North Tahoe Regional Park.

The District has implemented a wage structure that accommodates the less experienced as well as more skilled workers with an opportunity for raises as higher skills and experience are developed on the job. This has been implemented with the hope that seasonal workers will be retained throughout the season and will return the following year. See attached wage scale.

**EXAMPLES OF DUTIES**

- trash pickup and disposal
- restroom maintenance and repairs
- parking lot and pathway maintenance (which includes operation of backpack blower)
- landscape planting and pruning
- irrigation related tasks
- minor repairs and painting of public buildings
- athletic field preparation and maintenance
- mowing, edging, hoeing and weeding
- assistance in scheduling and directing other employees during the work period

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

High School Diploma or GED; experience in the field of parks and facilities maintenance will determine the Wage scale that the employee will begin.

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

1. Some knowledge of the methods, tools, materials and equipment necessary for operations of park facilities and athletic fields.
2. Ability to follow oral and written instruction.
3. Ability to demonstrate positive public relations skills.
4. Willingness to work with park and facility visitors by informing and assisting.
5. Willingness to participate in a background check.

### **ESSENTIAL JOB SKILLS**

Ability to pass a pre-employment physical examination including lifting, bending, reaching, stooping and endurance; ability to work outdoors with possibility of extreme temperature changes, dust, and plant pollen; sometimes working under pressure to perform job with spectators or athletic event participants waiting and observing; ability to lift up to 40 lbs. unassisted.

### **TOOLS AND EQUIPMENT USED**

Hand tools such as those used for raking, digging, pruning, leveling, preparing of athletic fields, repair of irrigation systems; custodial tools such as brooms, mops, toilet plungers; landscape equipment consisting of large mowers, small tractors, field groomer, basic construction type of tools such as hammers, saws, tape measures, carpenter square.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; frequently lift, carry, drag and push objects of varying shapes and sizes, bend, twist, The employee is occasionally required to climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must regularly lift and/or move 15-35 pounds and occasionally up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here 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.

While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, weather extremes, and biological wastes.

**LICENSE**

Possession of a valid California or Nevada Driver’s License with driving record satisfactory to the District and the District’s insurance carrier.

Approval: \_\_\_\_\_  
                  General Manager/CEO

Effective Date: \_\_\_\_\_

Revision History:

Version: \_\_\_\_\_

Effective Date: \_\_\_\_\_