



## Seasonal Parks and Facilities Maintenance Worker

### DEFINITION:

Under immediate to general supervision, performs a variety of tasks related to the maintenance, landscape, and operational support work for District parks, beach facilities and the North Tahoe Event Center; maintains athletics fields and grounds; and performs routine facilities maintenance and custodial.

### SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS:

This is an entry-level and seasonal classification in the Parks and Facilities department. Under close supervision, this position supports staff in the routine maintenance, repair and operational support of the District's parks and facilities.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.*

*Positions at the Parks and Facilities Maintenance Worker may perform some of these duties and responsibilities in a learning capacity.*

- Assists with maintaining athletic fields including original layouts such as installation and leveling of surfaces; base positioning and installation; layout of all field markings.
- Sets up and tears down rooms at the North Tahoe Event Center for meetings, recreation activities, conferences and special events.
- Assists with maintaining landscape areas throughout District facilities;
- Rakes leaves and clears debris from walkways, fields, and other facilities.
- Assists with maintaining parks and restrooms daily; cleans and maintains restrooms; Picks up trash and empties trash barrels.

- Assists with maintaining the North Tahoe Event Center facility including carpet care, tile floor care, restroom cleaning, kitchen cleaning and exterior building cleanup.
- Responds to customer concerns, resolves problems where possible and represents the District in a positive manner.
- Assists with maintaining the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Assists with routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Assists with labor involved in construction and maintenance projects as part of an irrigation crew, including, laying pipe, trenching and backfilling.
- Assists with maintaining records, files, reports, work orders relating to inspections and maintenance including daily work order tracking logs.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:
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*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

KNOWLEDGE OF:

- Operations and services within a parks and facilities maintenance program.
- Basic landscaping maintenance methods.
- Purposes, skills, and uses of a variety of vehicles, equipment, power tools and hand tools.
- Properties of athletic field materials, construction materials, paints, and a variety of other materials used in maintenance work.
- Equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of parks and District facilities.
- Basic mathematics.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Assist with maintenance, construction, and repair work in support of the District's parks and facilities and buildings.
- Assist with lay out and maintain athletic fields.
- Assist with maintaining playground equipment in a safe operating condition.
- Assist with maintaining landscaped areas within the District's parks and grounds.
- Perform manual tasks while adhering to established safety principles and practices.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Read and interpret basic maps and blueprints.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

TOOLS AND EQUIPMENT USED:

Motorized vehicles such as bobcat, tractors and forklifts; light and heavy-duty tools and equipment such as snowblowers and infield maintainers; hand and power tools such as skill saw, table saw, pressure washers, ladders, telephones, cell phones, two-way radio; personal computers, word processing, and other office support systems and various related power tools used in parks maintenance, data gathering, and/or record keeping.

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 the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and

make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 60 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

<b>ENVIRONMENTAL CONDITIONS:</b>
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Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.