



# STALLION SPRINGS COMMUNITY SERVICES DISTRICT

## PARK MAINTENANCE WORKER

### SALARY RANGE

**28 A-E \$23.59-\$28.55**

**POSITION: PARK MAINTENANCE WORKER-P/T -NO BENEFITS**

**REPORTS TO: PUBLIC WORKS**

### POSITION SUMMARY

Under the general supervision of the Public Works Supervisor, the Park Maintenance Worker performs a variety of semi-skilled and/or skilled tasks in maintenance, janitorial and landscape work for District parks, lands, athletic fields, green spaces and facilities, including gardening, irrigation, mowing, tree trimming, landscaping, spraying and operation and operates equipment in the construction, operation, maintenance, and repair of District parks, and facilities. Performs other duties as assigned.

### ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following:

- Provides positive public relations, customer information and assistance.
- Leads and/or works with a crew in park maintenance and trades work.
- Responds to complaints regarding functional areas such as tree conditions, ball field conditions, irrigation problems, park, building and lighting, water leaks, park facilities issues; evaluates situation; explains findings to Public Works Supervisor.
- Maintains a variety of records relating to inspections, maintenance activity, materials supply, inventory, etc.
- Inspects and/or repairs play equipment at frequent intervals to ensure that all aspects of the equipment are safe, per *Playground Safety Guidelines* and functioning properly.
- Installs and maintains park benches, tables, fences, signs, water features, lighting and related structures in conformance with established professional practices and safe working methods.
- Safely operates vehicles and landscape equipment around the public in the performance of routine and skilled labor in the field and facilities.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to the Park & Facility; cleans equipment.
- Follows and completes the District's daily, weekly and monthly cleaning schedule. These duties include:
  - Collects and bags all garbage from all facilities.
  - Disinfects and cleans garbage and trashcans, and changes bags daily.
  - Washes and sanitizes bathrooms' fixtures daily.
- Wetmops all washable floors as needed.

- Using Auto scrubber on Gym Floor as needed.
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of an irrigation crew, including trenching, laying pipe, and backfilling.
- Maintains athletic fields including original layouts such as installation and leveling of surfaces; base positioning and installation; layout of all fields.
- Applies various pesticides, herbicides, fungicides and other related chemicals in park and recreation areas.
- Reports the following to the Public Works Supervisor, or designated staff person:
  - o Any violation of SSCSD ordinances, rules and regulations involving injuries/accidents, property damages, theft, repeated violations, or incidents requiring law enforcement and/or emergency medical service response.
  - o All other health and safety hazards noticed.
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in District safety and in-service training.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, landscape maintenance and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances and rules involved in maintenance and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including pneumatic, and hydraulic equipment; standards relating to the installation, location and required maintenance of plumbed and electrical features; 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 installations, repair, maintenance and cleaning of District parks and facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment.
- Ability to perform semi-skilled and skilled maintenance, construction, repair work and landscape maintenance in the area of work assigned; perform heavy manual tasks in the absence of close supervision.
- Ability to learn and comprehend information from Procedures Manuals and established safety principles and practices.
- Ability to read and interpret basic maps, plans and diagrams and understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationships with employees, volunteers and other organizational agents.
- Ability to interact with customers and co-workers in a positive and courteous manner.
- Ability to present a positive image of the organization to members of the community.
- Commitment to providing outstanding customer service.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.

### *Personal Attributes*

- Minimum 18 years old.
- Communicate effectively.
- Adhere to SSCSD values and principles.
- Self-motivated with ability to manage work with limited direct supervision.
- Exercise independent judgment and initiative with competent analytical and problem-solving skills within established guidelines.
- Ability to operate effectively with park patrons; work in a flexible, adaptable, and resilient manner.
- Willingness to perform manual tasks requiring physical exertion.

- Willingness to adapt and learn new skills/approaches.
- Understand, read, and follow instructions.

*Education, Training, & Experience*

- A. High school graduate or GED equivalent and,
- B. Any equivalent of education and experience

*Licenses and Certificates*

- Valid California Class C Driver's License along with a driving record acceptable to the District and the District's insurance carrier.
- First Aid/CPR certified or wiliness to obtain in three (3) months.

**PHYSICAL DEMANDS & WORKING CONDITIONS**

- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/Cal OSHA regulations is required.
- Occasional exposure to dust, noise, and fumes, weather extremes and biological wastes.
- Required to work nights, weekends, holidays, and multiple shifts when needed.

**COMPENSATION**

Hourly: Minimum Wage

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete six (6) months of satisfactory probation.