



Arcade Creek Recreation & Park District Parks and Facilities Worker (Full-Time)

Reports to: Parks and Facilities Coordinator
Classification: FLSA Non-Exempt
Hourly Range: \$24.14 - \$30.81 DOE

Open Until Filled

*Applicants must submit a resume and ACRPD application to be considered
info@arcadecreekrpd.gov * www.arcadecreekrpd.gov*

Job Summary/Definition:

Under general supervision, the Parks and Facilities Worker performs unskilled and semi-skilled grounds and facility maintenance functions; and performs related duties as required.

Distinguishing Characteristics:

Employees at this level may be full-time or part-time and receive regular direction regarding the tasks to be completed. Employees within this class are distinguished from the Park and Facilities I/II by the performance of the full range of duties as assigned, including the range of equipment operated, the skills required, and the ability to engage in the installation, troubleshooting, and repair of irrigation systems. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I or II levels, or when filled from the outside, have prior experience. Employees may exercise technical leadership over lower-level maintenance staff.

Essential Functions:

1. Operate construction and maintenance equipment and power tools such as a 1/2 ton truck, mowers, edgers and pruners; maintain hand and power tools and assigned equipment, including heavy construction and rental equipment; perform preventive maintenance on equipment.
2. Utilize proper safety precautions related to all work performed.
3. Provide technical direction to part-time and volunteer staff positions by explaining work methods and techniques, checking work, and engaging in training in the use of equipment.
4. Maintain parks and athletic fields, including mowing, pruning, and weed control; inspect areas for wetness and dryness; install and maintain irrigation systems to ensure proper operating efficiency.
5. Prune trees and shrubs; clean and weed flower beds.

6. Perform maintenance on park facilities; clean and maintain restrooms; trim, mow and edge around facility exteriors.
7. Track and inspect walls, play areas, and picnic areas for graffiti; advise area supervisor; remove as needed.
8. Track and inspect play equipment for broken structures and safety hazards as assigned; perform repairs as needed; advise area supervisor.
9. Respond to emergencies as needed.
10. Attend safety and training sessions and seminars.

Knowledge of:

- Basic principles of lead supervision.
- Fertilizer and pesticide composition and application.
- Plant identification, plant care, pruning and maintenance.
- Mowing techniques and safety procedure.
- Construction principles.
- Occupational hazards and standard safety practices.
- Principles of pool maintenance and pool chemistry and pool hydraulics.
- Safety methods and procedures.
- Facility and parks maintenance methods and techniques.

Ability to:

- Perform a variety of journey level maintenance, construction and repair work in the area of work assigned.
- Work independently in the absence of supervision.

Other Duties & Responsibilities:

Experience:

One year of increasingly responsible experience in the construction, maintenance, and/or repair of park grounds and facilities. One year of lead or supervisory experience preferred.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by a specialized coursework in grounds maintenance, irrigation maintenance, horticulture, and building construction or a related field.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent and four years of related work experience performing building, facility, and/or irrigation maintenance and repair, with a specialty in maintenance; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other District employees, patrons, and vendors.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to use common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities:

This position may have part-time supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet or humid conditions; moving mechanical parts; high, precarious positions; fumes or airborne particles; toxic or caustic chemicals; extreme heat; risk of electrical shock, and vibration. Vision requirements include the ability to adjust focus, depth perception, distance vision, and close vision. The noise level in the environment is loud. While performing the duties of this class, the employee must be able to use written and oral communication skills; follow instructions and procedures; and interact with staff, management, and the general public.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, and reach with hands and arms. The employee is frequently required to walk, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to stand, sit, climb, or balance, and taste or smell. The employee is regularly required to lift from 25 to 50 pounds and occasionally up to 100 pounds.

Full-Time Benefits:

- Vacation: 10-20 vacation days per year, depending on length of service
- Sick Leave: Seven (7) days of sick leave per year
- Holidays: Thirteen (13) paid holidays per year
- Health: The District provides paid full medical leave, dental and vision for employees only - non-credit offset.
- Retirement: In addition to social security, the District participates in the CalPERS retirement Program.

Equal Opportunity Statement

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (“ADA”), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status, or pregnancy.