



## Arcade Creek Recreation & Park District Parks and Facilities I/II (Part-Time)

**Reports to:** Park and Facilities Coordinator  
**Classification:** FLSA Non-Exempt  
**Hourly Range:** \$17.75 - \$28.04 DOE

### ***Open Until Filled***

*Applicants must submit a resume and ACRPD application to be considered  
[info@arcadecreekrpd.gov](mailto:info@arcadecreekrpd.gov) \* [www.arcadecreekrpd.gov](http://www.arcadecreekrpd.gov)*

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### **Job Summary/Definition:**

Under close supervision, the Park and Facilities Coordinator I 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. Positions are flexibly staffed at the Park and Facilities I or II level. Employees may continue to be assigned to this classification. Advancement is based on the scope and difficulty of work assignments to be performed, direction received, and the knowledge and skills that are required.

### **Essential Functions:**

- Perform entry-level routine general maintenance involving buildings, park grounds, facilities, courts, and playground areas.
- Maintain and clean windows, meeting rooms, office, and restrooms.
- Perform litter, trash, and leaf pick-up from parks and facilities.
- Assist in park inspections to ensure the safety of the public and park facilities.
- Prune trees and water and maintain plants.
- Operate equipment to mow, edge, and weed-eat turf areas.
- Conduct painting, fence repair, construction, and other related duties.
- Assist with irrigation maintenance, pool maintenance, equipment maintenance, and plumbing repair.
- Operate, properly use, and care for equipment, tools, supplies, and materials in the execution of work.
- Understand and follow oral and written instructions.
- Work cooperatively with others in a team-based environment.
- Be honest, dependable, and meet acceptable attendance requirements.
- Follow all applicable safety rules, regulations, and practices.
- Weekend work and rotating schedules will be required.

**Other Duties & Responsibilities:**

- May be required to drive District or personal vehicle.
- Corrects damage from graffiti and vandalism.
- Cleans, maintains, and repairs work tools.
- Purchases necessary materials for assigned tasks.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Assist with special events and classes.
- Performs other related duties as assigned.

**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 has no 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.

**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.