

Phelan Piñon Hills Community Services District
Job Description

JOB TITLE: Parks Maintenance Worker I (Part-time)

EXEMPT:	No	SALARY LEVEL:	40
DEPARTMENT:	Facilities & Maintenance	PART-TIME (less than 30hrs/week)	
REPORTS TO:	Parks Operations Supervisor	APPROVED:	6/18/2014

SUMMARY:

Under the general supervision of the Parks Operations Supervisor, the Parks Maintenance Worker I performs a variety of routine tasks in connection with the operation, maintenance, repair, and inspection of parks grounds, community centers and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Responsibilities and duties may include, but are not limited to, the following)

- Conducts daily inspections and maintenance of playground equipment, restrooms, and general area of the parks, community centers and facilities.
- Corrects and reports hazardous conditions to Parks Operations Supervisor.
- Repairs faucets, toilets, irrigation systems, and waterlines.
- Assists in performing construction, maintenance, and repair work in facilities and on a variety of structures and adjacent areas in parks.
- Performs daily, routine, maintenance and cleaning of parks facilities and community centers, including, but not limited to, restrooms, picnic areas, team sports areas, basketball courts, parking lots, play areas, and kitchens.
- Maintains necessary records and reports.
- Sprays, fertilizes, and prunes flowers, trees, and shrubs.
- Operates power tools and other light equipment.
- Maintains tools and equipment.
- Cleans and maintains facilities, landscaped areas, paved areas, paths, walkways; picks-up litter, garbage, and organic debris from parks and community centers.
- Prepares soil for planting; transplants seedlings, shrubs and trees.
- Answers questions and gives direction and information to the public regarding park ordinances, rules and regulations; ensures order is maintained in the park and reports injuries, vandalism, area misuse, and other undesirable activities to the appropriate authority.
- Opens the parks by 8:00am and closes the parks at dusk. Opens and closes community centers as needed for community events at all hours of the day, night, weekends, and holidays.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Class C California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

EDUCATION AND/OR EXPERIENCE:

- High school diploma, or equivalent, required.
- 1-3 years experience and/or training providing knowledge, skills, and abilities listed above.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

- Proper work safety standards.
- Methods, materials, and equipment used in park and building maintenance.
- MS Office Suite, including Excel, Word, and Outlook desired.

ABILITY TO:

- Respond within one (1) hour to assigned work location (required).
- Comply with all District policies, procedures, rules, and regulations, including all safety standards.
- Attend safety related training as necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Perform a variety of basic work assignments in the maintenance and operation of parks, community centers and facilities.
- Operate motor vehicles and power-driven equipment used in parks and community center maintenance.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Learn to read and interpret site plans.
- Read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and calendars.
- Write routine reports and correspondence.
- Maintain communication with administrative staff via two-way communication device, such as radio or telephone.
- Work independently on job assignments.
- Add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Apply common sense understanding to carryout instructions furnished in written, oral, or diagram form.
- Deal with problems involving several variables in various situations.
- Perform overhead tasks using both A-frame and extension ladders.
- Work all hours of the day, night, weekends, and holidays, as scheduled or required.

TYPICAL PHYSICAL DEMANDS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform moderate manual labor and work outdoors in varying weather conditions.
- Work in a desert environment.
- Work in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes.
- Drive in all weather conditions.
- Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Read small numbers, dials, and gauges accurately.
- Ability to stoop, kneel, crouch, crawl, and climb during field repair work.
- Stand and walk for extended time periods and on uneven terrain.
- Hearing and vision within normal ranges with or without correction.
- Write or use a keyboard to communicate through written means.
- Perform simple grasping and fine manipulation of objects.
- Travel frequently by automobile in conducting daily District business.
- Stoop, kneel, crouch, crawl, and walk while performing duties.
- Climb 25 feet, or higher, and work at sustained heights for long periods of time.
- May be exposed to moving mechanical parts, high places, toxic or caustic chemicals, and areas where there is a risk of electrical shock.
- Work in an environment containing minor to moderate noise levels.