



# Conejo Recreation & Park District

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## EMPLOYMENT OPPORTUNITY

### Irrigation Technician

Open/Promotional

Salary Range (5 steps): \$33.44 - \$40.64/hourly

OPEN UNTIL FILLED

Apply online: [www.crpdp.org/hr](http://www.crpdp.org/hr) (Follow link to CalOpps)

Under general supervision, performs a variety of complex skilled irrigation, grounds maintenance and landscape tasks in accordance with District policies and procedures; works independently and exercises judgment; ensures daily workload is carried out through individual and cooperative efforts; performs preventive maintenance of District-owned properties; and performs related duties as assigned.

#### Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs a variety of technical duties to ensure accurate and timely data entry and processing of various financial records; documents financial transactions in general ledger accounts; reconciles bank, accounting and payroll data; analyzes journal
- Develops and implements plans for daily/regularly-scheduled park irrigation maintenance; installs, repairs and maintains irrigation equipment, as necessary.
- Establishes water budgets for each park facility; audits and calculates park/facility water usage, analyzes and interprets data and provides monthly reports.
- Investigates and develops new methods and/or improvements to existing methods that result in effective management and conservation strategies of limited water resources.
- Evaluates and makes recommendations, provides technical expertise to District staff, and provides reports to supervisor regarding water conservation objectives.
- Provides irrigation/water management training to staff.
- Assists in the design and makes water usage/conservation recommendations for new parks/ rehabilitation projects.
- Assists in seeking grants for water efficiency devices.

#### Other Duties and Responsibilities

- May be required to drive District or personal vehicle.
- May provide technical work guidance to Groundskeepers, contractors or temporary staff; participates in prioritizing irrigation/maintenance/water conservation workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment, and safe work practices.
- Participates during disasters or when emergency response is needed
- Non-exempt employees may be required to work overtime.
- Performs 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/Experience:** A typical way to obtain the required knowledge and abilities would be: graduation from high school or GED equivalent and two years of pertinent experience in installing and maintaining landscape irrigation systems; or an equivalent combination of education and experience.

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**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 effectively present information in one-on-one and small-group situations to other employees and visitors.

**Math Ability:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios and percent, and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions provided in written, oral, diagram or schedule form.

### **Certificates and Licenses:**

- Valid California driver's license with a good driving record and current automobile insurance.
- Certified Water Auditor.
- All full-time employees require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

**Other Required Skills:** Use of word processing and spreadsheet programs.

**Supervisory Responsibilities:** This job has no significant supervisory responsibilities but may direct contractors or temporary staff and provide technical direction to Groundskeeper classifications.

**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 regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts, fumes or airborne particles and vibration. The employee is occasionally exposed to wet or humid conditions; high, precarious positions; toxic or caustic chemicals; extreme heat and risk of electrical shock. The noise level in the environment is loud.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk over uneven terrain; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl, talk or hear; lift up to 50 pounds, and to occasionally lift up to 100 pounds. The employee is occasionally required to sit; climb or balance, and taste or smell. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance and close vision.

### **Selection Process**

Apply online at: [www.crpdp.org/jobs](http://www.crpdp.org/jobs) (follow link to [www.calopps.org](http://www.calopps.org), Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

**Examination:** Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- **Written Test/Practical Exercise:** A written test and a practical exercise may be used, in addition to the appraisal interview.

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- Appraisal Interview: A job-related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

**NOTE:** THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

### **REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES**

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such a need.

*Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.*

***Position subject to pre-employment physical***