

# Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Parks Maintenance Worker I
<b>FLSA Status</b>	Non-Exempt
<b>Salary Grade</b>	521B
<b>Reports To</b>	Parks Supervisor

## GENERAL SUMMARY

This position is responsible for completing semi-skilled maintenance tasks (minor electrical, plumbing, carpentry, and painting) in the operation and repair of District facilities, as well as performing custodial duties of facilities. This is the entry-level class in the Parks Maintenance Worker series.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assists in the maintenance of park, facilities and buildings maintenance as directed.
- Maintains landscaping in District parks, grounds and buildings using a variety of hand and power tools. Prunes shrubs and trees, and mows and edges lawns and fields as directed.
- Performs minor repairs on irrigation system. Digs holes to expose irrigation pipe and makes repair as needed.
- Cleans park grounds, buildings, and facilities. Clean restrooms, offices, and empty trash receptacles. Hauls trash and debris as directed.
- Inspects walls, sidewalks and play equipment for graffiti and removes as directed.
- Inspects play equipment for unsafe structures and hazards. Repairs as necessary or refers to supervisor.
- Prepares baseball and softball fields in advance of games, including watering, dragging the infields, and chalking appropriate lines. Sets out bases, cleans dugouts and bleachers, and empties trash.
- Performs turf maintenance functions on turf areas including mowing, fertilizing, aerating topdressing, and seeding as directed.
- Assists in ensuring that vehicles are properly maintained. Washes and details vehicles.
- Learn to operate construction and maintenance equipment and power tools including, but not limited to, backhoe, grader, jack hammer; operate mowers, edger's and pruners; maintain hand and power tools and assigned equipment; perform preventive maintenance on equipment.

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- Adhere to established safety regulations and precautions related to all work performed.
- Applies pesticides, herbicides, and fertilizers in park areas.
- Performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision and direction from higher level staff.
- Job has no responsibility for the direction or supervision of others.

### HUMAN COLLABORATION & JOB IMPACT

*This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

### FISCAL RESPONSIBILITY

*This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.*

- Position has no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or G.E.D. equivalency
- One (1) to three (3) years' experience in general construction and maintenance
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications

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- Possession of or the ability to obtain and maintain California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC) upon hire or within the probation period.

Possession of a Class C California driver's license.

## COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

### **Knowledge of:**

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Basic methods and techniques of general construction, grounds maintenance and custodial work
- Basic operational characteristics of mechanical equipment and tools used in the area of work assigned

### **Skill in:**

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

### **Ability to:**

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Learn to perform a variety of maintenance, construction, custodial and repair work in the area of work assigned
- Learn fertilizer composition and application, plant identification, care, pruning, and maintenance practices
- Learn mowing techniques and operation of a variety of vehicular and stationary mechanical equipment in a safe and effective manner
- Understand and follow oral and written instructions

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- Establish and maintain effective working relationships with those contacted in the course of work

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space		X	
Vehicle			X
Warehouse environment			X
Shop environment			X
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds			X
Extreme cold ( <i>below 32 degrees</i> )		X	
Extreme heat ( <i>above 100 degrees</i> )		X	
Communicable diseases			X
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances or waste			X
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )			X

### WORKING CONDITIONS & PHYSICAL DEMANDS

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*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.*

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *heavy physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **EEO STATEMENT**

GVRD is an equal opportunity employer.

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## **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

<b>Date created</b>	1/20/2021
<b>Dates revised</b>	