

Calwa Recreation and Park District Job Description

JOB TITLE: MAINTENANCE EMPLOYEE

BASIC FUNCTION:

Under the supervision of the Maintenance Supervisor, performs a variety of unskilled, semi-skilled, and occasionally skilled tasks in maintenance, repair, and improvement of Calwa Park and park facilities: performs routine maintenance work associated with parks (mowing, edging, pruning, etc...) and facilities (sweep, mop, clean restrooms, etc...); does other tasks as directed from the Maint. Supervisor.

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

- May assists in building forms for curbs, sidewalks, and related construction.
- May assist in pouring and finishing concrete.
- May assist in repairing gopher holes, and potholes in the parking lot.
- May paint parking lot stripes
- May repair and erect signs and lights.
- May paint facilities such as restrooms, halls, etc...
- May operate equipment such as tractor, fork-lift, mowers, and jackhammer, etc...
- Performs related duties as required.

QUALIFICATIONS/REQUIREMENTS:

Knowledge, Skills and Abilities:

- Knowledge of using and handling in a safe manner, tools and equipment used in general construction and maintenance work.
- Ability to learn to perform a variety of semiskilled and unskilled tasks in the maintenance of parks, and other facilities (hall).
- Ability to use hand and power tools required in general maintenance.
- Perform heavy manual labor.
- Understand and carry out oral and written instructions.
- Ability to maintain an effective working relationship with those contacted in the course of work.
- Develop and maintain effective working relationships with the public, elected officials, co-workers, and other District employees
- Work independently exercising effective judgment and decision making skills

WORK ENVIRONMENT

- The employee frequently works on or near heavy machinery, power tools/equipment, and moving mechanical parts;
- Frequently must sit, stand, balance, climb, bend, stoop, crouch, crawl, and walk;
- Frequently must reach, grasp, and manipulate with rough and fine motor skills and coordination;
- Frequently must reach and grasp at levels above the shoulder and below the waist/knees;
- Must be able to talk and hear, occasionally in noisy conditions;
- Frequently must lift and/or move items more than 25 pounds, and items more than 100 pounds with some regularity;
- Vision abilities include close, distance and peripheral vision, depth perceptions, and the ability to adjust focus.
- Must be able to move quickly and with appropriate balance and dexterity to avoid hazards;
- Occasionally works in high, precarious places;
- The employee frequently works in outside weather conditions.
- Is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals,
- Extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate, with occasional high noise levels.
- The duties listed above 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 the position.

Experience and Education:

- Graduation from high school or attainment of G.E.D.
- Qualifying experience may be substituted for education on a year to year basis or completion of sufficient education to assure the ability to read and write English at a level required for successful job performance.

Special Requirements:

- Possession of or ability to obtain a valid California driver's license by time of appointment.
- Completion of job-related physical upon offer of employment.