

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

JOB DESCRIPTION **FULL TIME MAINTENANCE WORKER**

DEFINITION:

Under supervision, performs a variety of semi-skilled and manual labor tasks in the maintenance and repair of buildings and park areas; operates equipment in the performance of these tasks. Performs other job-related work as required.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

ESSENTIAL FUNCTIONS (Include but are not limited to):

- Performs general grounds maintenance on all facilities, i.e. mowing, edging, weeding, fertilizing, aerating, digging and raking; pick-up and disposal of rubbish, paper and other debris.
- Maintains, prunes, plants, trims and cares for trees, shrubs and other plants.
- Repairs irrigation components and systems as needed.
- Coordinates and assists in the preparation and maintenance of gymnasiums, sports fields and turf areas.
- As directed, applies appropriate application of chemicals and pesticides.
- Operates and maintains a variety of hand held power equipment.
- Operates and maintains mowers, tractors, dump truck, and other large power-driven equipment.
- May be required to supervise and train other employees as needed.
- Assesses facilities, equipment and apparatus to identify safety hazards and take appropriate action.
- Keeps and maintains a clean and safe work environment.
- Performs similar and related duties as assigned.
- Sweeps, mops, waxes, vacuums, dusts, paints and performs other routine custodial tasks on district buildings and facilities as required.
- Responsible for routine repairs on facilities, vehicles and equipment as required.
- Assists in the performance of basic carpentry, masonry, electrical and welding tasks.
- Assists in the performance of plumbing repairs on sinks, toilets, drinking fountains, etc.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Proper methods of planting, growing and caring for shrubs, lawns, flowers and trees.
- Proper basic methods and techniques utilized in the maintenance and repair of buildings, park areas and other District facilities.
- Materials and tools used in maintaining irrigation systems.
- Hazardous materials and their methods of application used in the maintenance of buildings and other facilities, i.e. fertilizers, pesticides, etc.
- Safe work habits.

Ability/Skill to:

- Performs a variety of semi-skilled and routine tasks in the park maintenance division.
- Perform heavy physical labor.
- Operate mowers, tractors, dump trucks, and other large power-driven equipment.
- Understand and carry out written and oral instructions.
- Lead small crews in the performance of routine maintenance and special projects.
- Work independently with minimal supervision.
- Prepare and maintain maintenance reports and vehicle/equipment logs.
- Attend and successfully complete classes, workshops and other training deemed necessary by the District.
- Work effectively with co-workers and members of the public.

Qualifications:

Equivalent to graduation from high school and at least three (3) years of maintenance and grounds keeping experience including the operation of power equipment. Current Certification as Arborist, Pesticide Applicator or Advisor helpful. If hired, a physical exam and background check will be required.

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

License Required:

Possession of valid California Driver's License.

Other Certifications:

The ability to obtain a Pesticide Applicators Certification will be required upon hire. First Aid/CPR certification will be required.

Working Conditions:

This position will require working outdoors in seasonal weather conditions. It may also require occasional evening/weekend work.

Revised: October 4, 2019