

Job Description



Position:	PARK ASSISTANT I, II, AND III
Reports to:	Park Maintenance III (Park Foreman), Park Maintenance Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Part-time: Up to 30 hours/week (0.75 FTE).

Position Overview

Under supervision of the Park Maintenance I II, or III, Park Maintenance Supervisor performs a variety of general park maintenance work, including but not limited to, landscape and facility upkeep, custodial functions, general repairs, construction duties, facility supervision, work on special projects, and other duties as assigned.

Responsibilities and Duties

- **Custodial and Facility Upkeep:** This category includes tasks that ensure parks and facilities remain clean and orderly. Responsibilities involve cleaning restrooms, sweeping and mopping floors, washing windows, and emptying trash receptacles. These duties are essential for maintaining a welcoming and sanitary environment for visitors.
- **Grounds and Landscape Maintenance:** Employees are responsible for maintaining the outdoor areas of the parks. This includes sweeping walkways, raking tot lots, picking up trash, and cleaning slabs. Additional tasks involve digging ditches, planting trees and shrubs, mowing grass, fertilizing, and pruning plants to keep the landscape in excellent condition.
- **Recreation and Event Support:** Park Assistants help prepare facilities for recreational programs and events. Duties include assisting with the daily maintenance of ballparks and swimming pools, as well as setting up and cleaning up for recreation programs, park rentals, and special events. These responsibilities ensure that facilities are ready for community use and activities
- **Equipment Operation** The role requires operating light-duty vehicles, power mowers, small power tools, and other equipment necessary for maintenance tasks. Proper handling of these tools and machines is critical for efficient and safe park upkeep.
- **Construction and Repair:** Employees may perform construction-related tasks to support district repairs and projects. These duties can include basic construction work and assisting with improvements to park facilities, ensuring they remain functional and safe for public use.

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Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Understanding of methods, tools, and material used in maintenance and cleaning of facilities and caring for park landscape and construction
- Skill in handling tools and light-duty vehicles
- Ability to maintain positive working relationships with employees and patrons. Ability to perform heavy physical labor
- Ability to maintain good working relationship with employees and patrons

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Park Maintenance Assistant I:

- Education: High school diploma or equivalent.
- Experience: One (1) year of experience in general maintenance or related work. Experience in one (1) or more of the construction trades is preferred but not required.

Park Maintenance Assistant II:

- Education: High school diploma or equivalent.
- Experience: Two (2) years of experience in general maintenance or related work. Experience in one (1) or more of the construction trades is required. Experience with basic equipment and tools used in park maintenance.

Park Maintenance Assistant III:

- Education: High school diploma or equivalent (additional relevant certifications may be required).
- Experience: Three (3) or more years of experience in general maintenance or related work. Extensive experience in one (1) or more of the construction trades (e.g., plumbing, electrical, carpentry, etc.). Experience of operating and maintaining park maintenance equipment and machinery. Supervisory or lead worker experience in maintenance teams (preferred).

License and Certification

Must possess, or have the ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record for the duration of employment.
- Current basic First Aid and CPR certificates

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Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 70% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries.
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

The District offers a comprehensive benefits package that varies based on full-time or part-time employment status. Benefits may include medical, dental, vision, retirement plans, paid leave, and other employee programs.

Full-time employees are typically eligible for CalPERS retirement, health coverage, paid vacation and holidays, and other core benefits. Part-time employees are eligible for certain benefits. For the most current and detailed information, please contact the District or refer to the official benefits summary.

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Job Description Action

Status:	<i>Approved</i>
Date approved:	<i>12/9/2025</i>
History	<i>Previous Parks Assistant positions approved January 2009. This version updates new job description formatting, position name, and consolidates Park Maintenance Assistant positions I, II, and III into a single, streamlined job description. Last version approved on 4/13/2022</i>
Reviewed:	<i>11/21/2025</i>

https://paradiseprpd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Assistant.I.II.and.III_2022.0207.docx
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