

Job Description



Position:	PARK MAINTENANCE ASSISTANT I, II, AND III
Reports to:	Park Maintenance III (Park Foreman), Park Maintenance Supervisor, Park Superintendent
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-time (0.75 FTE). Not to exceed 30 hours per week.

Position Overview

Under supervision of the Park Maintenance I II, or III, Park Maintenance Supervisor, or Park Superintendent 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

- Clean restrooms, sweep and mop floors, clean windows, dump trash, and other duties that relate to keeping parks and facilities clean and orderly
- Sweep walkways, rake tot lots, pick up trash, clean slab, and other outside jobs that will keep the grounds clean and orderly
- Assist in the daily maintenance preparation of ballparks and/or swim pools
- Set up and clean-up of recreation programs, facility or park rentals, and special events
- Dig ditches, plant trees and shrubbery, mow grass, fertilize, prune plants, and other duties related to keeping the landscape in good condition
- Operate light-duty vehicles, power mowers, small power tools, and other equipment related to maintenance duties
- Perform construction tasks as required for District repairs and projects
- This position will work a varied schedule as assigned
- Does related work as assigned or required

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 follow written and oral instructions and complete assigned tasks efficiently and independently
- Ability to perform heavy physical labor

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- 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:

- High school diploma or equivalent
- One (1) year of experience in general maintenance or related work
- Experience in one or more of the construction trades

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 with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

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

PARK MAINTENANCE ASSISTANT I, II, AND III

- 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

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Approved</i>
Date approved:	<i>4/13/2022</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. Upon approval this new version supersedes all previous versions. Approved by full board at regular BOD Meeting.</i>
Reviewed:	<i>4/13/2013</i>

https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Approved.22.0413/Park.Maintenance.Assistant.I.II.and.III_2022.0330.docx
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