



Paradise Recreation & Park District

Agenda Prepared: 05/14/21
Agenda Posted: 05/14/21
Prior to: 2:00 p.m.

6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Personnel Committee (*Bellefeuille/McGreehan*)
Date: May 18, 2021
Time: 4:00 p.m.
Location: Via Teleconference

Special Notice:

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the Committee Meeting to members of the public and non-essential District staff.

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to ccampbell@paradiseprpd.com before 1:00 p.m. on the day of the meeting and they will be read into the record.

Please use the link to join the webinar:
<https://us02web.zoom.us/j/83319895913?pwd=YS8yWVBoRE9sYThSU1R2U3RLWVNVUT09>

Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose) (or) +1 346 248 7799 US (Houston)
Meeting ID: 833 1989 5913 Password: 379233

AGENDA:

The Committee will meet to:

1. Review revisions to Park Maintenance Supervisor, Park Maintenance I, II, and III, Park Maintenance Assistant I, II, III, and Recreation Specialist job descriptions.

CLOSED SESSION:

1. The Committee will meet in Closed Session pursuant to California Government Code Section 54957.6, Employee Salary and Wage negotiations.

REPORT ON CLOSED SESSION:

https://paradiseprpd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2021/PC_21.0518/_PC_21_0518_Agenda.docx



DATE: 5/18/2021
TO: Personnel Committee (Bellefeuille/McGreehan)
FROM: Kristi Sweeney, Assistant District Manager
SUBJECT: Updated Job Descriptions

1. REPORT IN BRIEF

After receiving constructive feedback from Personnel Committee members, staff have made edits to the updated job descriptions. Staff had legal counsel review the draft job descriptions for Park Maintenance Supervisor and Park Maintenance I, II, and III. Legal counsel found no concerns with the language of the job descriptions. Based on committee recommendations and legal counsel review staff have updated two additional job descriptions and seek approval of the updated job descriptions.

RECOMMENDATION

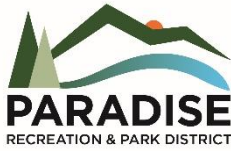
Staff recommends Personnel Committee approve the updated job descriptions for Park Maintenance Supervisor, Park Maintenance I, II, and III, Park Maintenance Assistant I, II, and III, and Recreation Specialist and present to the full Board for consideration and possible adoption.

Attachments:

- A) Job Description: Park Maintenance Supervisor
- B) Job Description: Park Maintenance I, II, and III
- C) Job Description: Park Maintenance Assistant I, II, and III
- D) Job Description: Recreation Specialist

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2021/PC_21.0518/PC.Job.Description.Updates.Staff.Report.21.0518.docx
5/13/2021

Job Description



Position:	PARK MAINTENANCE SUPERVISOR
Reports to:	District Manager or Assistant District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Under general direction of the District Manager or the Assistant District Manager, performs responsible, professional park maintenance work at a hands-on administrative level by supervising staff and activities as they relate to the park maintenance functions of the District. These functions include supervising the park maintenance operations of District facilities and maintenance personnel. Uses professional judgment in initiating and conducting the park maintenance operation which shall conform with community needs, District resources and policy, and other related duties as assigned.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

- Plans, coordinates, and directs the District's park maintenance functions;
- Makes recommendations on matters of policy and procedure regarding park maintenance operations;
- Consults with co-workers, as well as other professionals, on major phases of the park maintenance operation;
- Provides direction on District policy, Master Plan, and function to park maintenance staff;
- Plans and conducts job skills education and training meetings with park maintenance staff;
- Responsible for the safety education of staff and volunteers, as well as, assisting with the Injury and Illness Prevention Program;
- Assists in personnel administration including, but not limited to, assisting in, hiring, training, evaluating, and directing maintenance staff and outside vendor contract work crews assisting the District;
- Reviews major project plans and specifications to make appropriate recommendations;
- Helps design, administrate, construct, or oversee capital improvement projects and major repairs as required;
- Responsible for procuring and maintaining equipment and supplies necessary for the successful completion of park maintenance functions, keeps appropriate records and inventory of all equipment;
- Responsible for keeping District parks and facilities "as-built" plans current;
- Prepares or assists in the preparation of District surveys and reports as assigned;

PARK MAINTENANCE SUPERVISOR

- Assists in the preparation of budget recommendations and budget control within the park maintenance function;
- Supervises the pesticide and chemical use District-wide;
- Assists with maintenance duties as needed;
- Basic computer skills;
- Clear communication in verbal and written form;
- This position will work a varied work schedule as assigned.

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.

- Basic administrative procedures and practices;
- Basic techniques and methodology of supervising employees in the development of appropriate park maintenance functions;
- Equipment and material purchasing methods;
- Landscape maintenance procedures including the planting, cultivation, and propagation of trees, shrubs, plants, flowers and turf;
- Construction principles including carpentry, concrete, plumbing, irrigation and electrical;
- Basic principles of equipment care and use including the safe operation of equipment;
- Recruitment and training procedure;
- Use of tools and equipment used in landscape and construction;
- Perform heavy physical labor;
- Review and interpret project plans and specifications;
- Supervise and assign staff and volunteers effectively;
- Relate and communicate with staff, co-workers, volunteers, outside vendor contract work crews, and District patrons in a respectful manner;
- Give clear and concise instruction;
- Learn and be accountable for all areas of staff and project supervision, as well as the supervision of regular maintenance.

Education, Experience, and Training

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:

- Bachelor degree in park management, landscape horticulture, or related field, or an AA degree with at least two (2) years of additional experience;
- At least four (4) years of experience in park operations or related field, including three (3) years in a supervisory or mid-supervisory capacity;
- Expertise in one (1) of the construction trades, or landscape maintenance; and
- Basic engineering and design experience.

PARK MAINTENANCE SUPERVISOR

License and Certification

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

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles;
- Basic First Aid and CPR certification;
- Qualified Pesticide Applicator certificate;
- Certified Swim Pool Operator certificate.

Medical Examination and Finger Printing

- 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 50% of the time and sitting 50% 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 outside weather conditions;
- Frequently exposure to wet, humid, hot, or cold conditions;
- Occasional work in high, precarious 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 maintain sustained concentration on computer screens; use keyboards and a variety of peripherals;
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions; and
- Ability to periodically work evenings or weekends.

Direct Reports

PARK MAINTENANCE SUPERVISOR

Maintenance I, II, and III (Park Foreman), Park Assistant I, II, and III, Park Aide, and outside vendor contract work crews.

Benefits

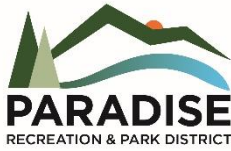
Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park Supervisor position approved 2/02/17. This version updates new job description formatting and job title. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepprd-my.sharepoint.com/personal/ksweeney_paradisepprd_com/Documents/Park.Maintenance.Supervisor_2020_0824.docx
5/12/2021

Job Description



Position:	PARK MAINTENANCE I, II, III
Reports to:	Park Supervisor and/or District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Park Maintenance I and II: Under the supervision of Park Maintenance III or the Park Supervisor, performs a variety of semi-skilled tasks involving the maintenance, construction, repair, and overall upkeep of the District's parks and facilities and is subject to any and all duties assigned at any District Park, facility, or function that is appropriate to the position.

Park Maintenance III (Park Foreman): Under the general supervision of the Park Supervisor, Assistant District Manager, or District Manager, performs professional work in the planning, coordinating and performance of maintenance, construction, and overall upkeep of the District's parks and facilities as required or assigned. This position will be responsible for ensuring the direction, performance and quality of work assigned to staff by supervising authority.

Primary Objectives

Maintenance and repair of District parks and facilities and any and all duties assigned at any District park, facility or function that is appropriate to the position.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

Park Maintenance I:

- Custodial maintenance and repair of facilities and equipment;
- Provide a clean and safe environment for patrons and co-workers;
- Program and facility rental assistance such as the set-up, cleaning, and take-down of chairs, tables, and equipment;
- Maintenance and operation of vehicles or equipment related to the performance of assigned duties;
- Assisting in carpentry, plumbing, and irrigation services;
- Use of landscape tools during the performance of assigned duties such as, digging, raking, mowing, edging, pruning, and fertilizer application;
- Assist in coordinating and training staff, outside contract crews, or volunteers;
- Safe use and care of District equipment;
- Other duties as assigned.

PARK MAINTENANCE I, II, III

Park Maintenance II:

All of the responsibilities and duties of Park Maintenance I, as well as:

- Daily inspection of the park and facilities therein for the purpose of providing a safe, clean, and functional area for recreation;
- Pest and weed control, herbicide and pesticide use;
- Inventory, documentation, and safe storage of chemicals used for park and facility maintenance including pesticides, herbicides, cleaning/disinfecting supplies, and the maintenance and repair of related equipment;
- Observe and report to supervisor construction maintenance needs as they occur;
- Small project development including planning, review with supervisor, construction, and ensuing maintenance;
- Documentation of hazards, maintenance requirements, and program assistance with record keeping of subsequent action or repair;
- Provide training and positive example in the safe use and care of equipment assigned to fellow staff, outside contract crews, and volunteers;
- Program and maintenance of heating, ventilation and air conditioning (HVAC) systems;
- Create and maintain list for regular building maintenance and custodial service for the direction of staff, outside contract crews, or volunteers;
- Minor electrical and plumbing repair and maintenance;
- Scheduling equipment and staff for the purpose of patron services;
- Maintenance of public pools and related facilities including cleaning, backwashing, pool equipment care, and chemical maintenance;
- Other duties as assigned.

Park Maintenance III (Park Foreman):

All of the responsibilities and duties of Park Maintenance I and II, as well as:

- In the absence of Park Supervisor, serves in that capacity;
- At an advanced level of skill, provide mechanical, construction, and landscape services.
- Plan, schedule, and evaluate Maintenance I and II staff as well as outside contract work crews, and assist with other District staff as assigned;
- Responsible for the maintenance, upkeep, safety, and security of the District's corporate yard, shop, and tools;
- Provide for the preventative maintenance, general care, and repair of the District vehicle fleet and equipment, document and plan schedule of regular maintenance/upkeep projects;
- Assist with supervision and organize tasks for volunteer and outside contract work crews;
- Maintain appropriate maintenance and safety records and documentation;
- Maintenance, repair and operation of public swim pool systems;
- Perform or supervise safe application of pesticides and herbicides;
- Equipment operation, as necessary, in the performance of construction, maintenance, and landscape tasks;
- Other duties as assigned.

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill,

PARK MAINTENANCE I, II, III

and ability required to perform this job.

Park Maintenance I:

- Knowledge of maintenance procedures for all upkeep of buildings, parks, playgrounds and other District assets;
- Skill in the operation of tools and equipment used for construction, custodial and landscape maintenance;
- General carpentry skills;
- Custodial skills including floor, restroom and window cleaning;
- Ability to perform heavy, physical labor;
- Ability to follow written and oral instruction;
- Ability to relate and communicate with co-workers and District patrons in a respectful manner;
- Ability to complete tasks in a timely manner with quality that meets the professional standard of the District.

Park Maintenance II:

All of the requirements and qualifications of Park Maintenance I, as well as:

- Safe use, handling, and storage of chemical products;
- Proper and safe operation, care and maintenance of tools, equipment, and supplies needed for regular and on-going maintenance of public parks and facilities;
- Basic concepts of construction, electrical and plumbing;
- Trouble-shooting building maintenance and repair problems, and safe use of equipment related to construction, electrical and plumbing;
- Ability to assign duties to Maintenance I staff, outside contract work crews, and volunteer staff as required;
- Pool operations, repairs, and chemical maintenance;
- Irrigation systems, clock programming, and sprinkler repair;
- Safe operation, care, and maintenance of tools and equipment necessary for landscape maintenance;
- Basic concepts of construction;
- Turf care, including maintenance, planting and sod installation;
- Trouble-shooting pool maintenance and repair problems;
- Equipment related to pool maintenance, construction, landscaping.

Park Maintenance III (Park Foreman):

All of the requirements and qualifications of Park Maintenance I and II, as well as:

- Preventative scheduling, maintenance, care, and repair of vehicles and equipment;
- General principles of landscape maintenance, irrigation, and pesticide application;
- Mechanical skill;
- Use, maintain, and repair vehicles, tractors, implements, power and hand tools, and other equipment associated with the maintenance and construction of parks and facilities;
- Ability to assign duties to staff as required, providing for efficient use of the District work force.

PARK MAINTENANCE I, II, III

Education, Experience, and Training

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

Park Maintenance I:

- High school diploma or equivalent;
- Two (2) years of experience in park maintenance or related field;
- Experience working with the public;
- Experience in one or more of the construction trades.

Park Maintenance II:

All the education, experience and training of Maintenance I, as well as:

- Certification in building care, building equipment repair and maintenance, construction, electrical, plumbing concepts, landscape care, vehicle or equipment repair and maintenance, pool maintenance, metal fabrication, or pesticide application;
- Three (3) years of experience in building and/or park maintenance or related field;
- Experience in one or more of the construction trades, pesticide application, HVAC or other building mechanical repair; pool care, or irrigation installation and repair.

Park Maintenance III (Park Foreman):

All the education, experience and training of Maintenance II, as well as:

- AS degree in park related major;
- Five (5) years of experience in park maintenance or related field, including two (2) years in a leadership capacity;
- Expertise in one of the construction trades or landscape management.

License and Certification

All Park Maintenance I, II, and III positions must possess, or have the ability to obtain within 30 days of hire, and maintain throughout the duration of employment, the following:

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles;
- Basic First Aid and CPR certification.

Additional License and Certifications

Park Maintenance II:

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement (mandatory for position responsible for pesticide application and documentation)
Possess either:
 - Qualified Pesticide Applicator Certificate (mandatory for position responsible for pesticide application and documentation); (or)
 - Certified Pool Operation Certificate (mandatory for position responsible for swim pool operation).

Park Maintenance III (Park Foreman):

- Qualified Pesticide Applicator Certificate;
- Certified Pool Operation Certificate.

PARK MAINTENANCE I, II, III

Medical Examination and Finger Printing

Park Maintenance I, II, III:

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

Physical Requirements

Park Maintenance I, II, III:

- Lifting, pushing, pulling, or carrying 60 to 100 pounds;
- Estimated working position is standing or walking 70% of the time;
- Some bending, kneeling, squatting, reaching overhead, climbing of stair 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 outside weather conditions;
- Frequently exposure to wet, humid, hot, or cold conditions;
- Occasional work in high, precarious 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.

Direct Reports

Park Maintenance III (Park Foreman): Park Maintenance I and II.

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>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park and facility maintenance positions approved 4/15/19. This version combines all separate Facility and Park Maintenance I, II, and III descriptions into one document. Upon approval this new version supersedes all previous versions.</i>

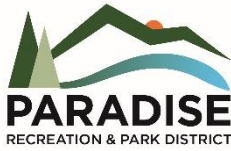
PARK MAINTENANCE I, II, III

Reviewed:	<i>Personnel Committee reviewed and suggested edits to draft on 7/7/2020.</i>
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5/12/2021

DRAFT

Job Description



Position:	PARK MAINTENANCE 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:	Varied. Part-time (.75 FTE). Not to exceed 30 hours per week.

Position Overview

Under supervision of the Park Superintendent or Park Maintenance III, 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 and to work indoors and outdoors;

PARK MAINTENANCE ASSISTANT I, II, AND III

- 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 Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles;

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 outside weather conditions;
- Frequently exposure to wet, humid, hot, or cold conditions;
- Occasional work in high, precarious 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.

PARK MAINTENANCE ASSISTANT I, II, AND III

- Expressing or exchanging ideas by means of the spoken word;
- Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication and making fine discriminations in sound;
- 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>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park 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.</i>
Reviewed:	<i>TBD</i>

https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Assistant.I.II.and.III_2020.0901.docx
5/12/2021

RECREATION PROGRAM SPECIALIST

Job Description



Position:	RECREATION PROGRAM SPECIALIST
Reports to:	Recreation Supervisors or District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Performs responsible, professional recreation work under the general direction of the District Manager or Recreation Supervisors. Will be responsible for all duties, including but not limited to, administration, marketing, supervision, personnel and financial responsibilities, of one or more major special programs or events.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Plans, coordinates, and directs one or more special programs or events;
- Initiates, organizes, conducts, and evaluates events or programs;
- Responsible for all marketing and promotion elements of program or event assignments;
- Plans overall goals and objectives to be achieved in area of responsibility;
- Hires, trains, advises, and evaluates part-time staff and volunteers in various activities;
- Plans budget and determines expenses and revenue expectations to be met;
- Responsible for all equipment and supplies needed for successful completion of work;
- Secures revenue, such as, but not limited to, grants, donations, endowments, gifts, fees, fundraising, etc. to cover all costs related to events or programs;
- Coordinates District personnel involvement and support in assigned program or event activities;
- Represents the District and develops positive public relations in the community;
- Responsible for maintaining a safe environment for both staff and patrons;
- Helps oversee facility maintenance and upkeep as it relates to assignments.

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.

- Basic techniques, and methods for successful supervision of staff in the development of appropriate program and event services for the District;

RECREATION PROGRAM SPECIALIST

- Planning, organizing, and leading participants in a variety of activities;
- Work harmoniously with staff, volunteers, and patrons;
- Basic understanding of budgeting, business practices and principles;
- Knowledge of various programs and events;
- Understanding of safety and training protocols and procedures related to programming;
- Personnel recruitment, training and evaluation procedures;
- Communications and public relations;
- Branding, marketing and fund raising;
- Proficiency in computer operations and social media platforms;
- Ability to utilize the talents and abilities of volunteers and other District staff effectively;
- Self-motivated and directed and able to prioritize competing tasks.

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:

- A Bachelor's Degree in Recreation Administration, Business Administration or related field; and
- A minimum of two years of full-time or part-time successful and progressive experience in community programming or event leadership.

License and Certification

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

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment; and
- Current 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

- The estimated working position is standing, walking and sitting approximately 90% of the time;
- Occasionally climbing stairs, ladders and crawling;
- Occasional reaching overhead and stretching, and kneeling and squatting;
- Some bending and occasional work on rough, uneven terrain;
- Occasional handling and dexterity;

RECREATION PROGRAM SPECIALIST

- Lifting, pushing, pulling and carrying abilities under 100 pounds;
- 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.

- Occasional to frequent work in outside weather conditions;
- Occasional to frequent exposure to wet, humid, hot, or cold conditions;
- Occasional exposure to street/road traffic and noise;
- Must be able to travel to locations in, around, or outside the District Boundaries;
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals;
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions; and
- Ability to periodically work evenings or weekends.

Direct Reports

Recreation Leaders, Recreation Aides, and Volunteers.

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>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Program Specialist position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Program.Specialist_2020.0826.docx
5/12/2021

