



RECREATION & PARK DISTRICT  
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## Paradise Recreation & Park District

Agenda Prepared: 07/02/20  
Agenda Posted: 07/02/20  
Prior to: 3:00 p.m.

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### NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

**Committee:** Personnel Committee (*Van Roekel/Bellefeuille*)  
**Date:** Tuesday, July 7, 2020  
**Time:** 4:30 p.m.  
**Location:** Via Teleconference

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 Personnel 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@paradisepprd.com](mailto:ccampbell@paradisepprd.com) before 12:00 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

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#### AGENDA:

The Committee will meet to:

1. Review revisions to Job Descriptions for recommendation to the full Board of Directors for consideration and possible approval.

#### CLOSED SESSION:

1. Government Code Section 54957, Employment Review, Evaluation, and Consideration of Employment Agreement Amendment – District Manager.

#### REPORT ON CLOSED SESSION:

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Personnel/PC.2020.0707/20.0707\\_Agenda.Personnel.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/PC.2020.0707/20.0707_Agenda.Personnel.docx)





DATE: 6/22/2020  
TO: Personnel Committee (Van Roekel/Bellefeuille)  
FROM: Kristi Sweeney, Assistant District Manager  
SUBJECT: Streamlined Maintenance Job Description Proposal

## 1. REPORT IN BRIEF

In December 2008 the Board approved several Park and Facility maintenance job descriptions. In April 2015 two of the park maintenance job description updates were approved by the full Board.

Staff propose to consolidate park and facility maintenance positions into a single, streamlined job description. Utilizing this all-encompassing job description will provide more clarity to candidates applying for these positions as to the level of responsibility and qualifications required at each staffing level, opportunities for career advancement, who their supervisor is, and what their supervisor's responsibilities are.

## RECOMMENDATION

*Staff recommends Personnel Committee support the proposed job description for Maintenance I, II, and III for full BOD consideration.*

## Attachments:

- A) Job Description: Maintenance I, II, and III

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7/2/2020



# Job Description



<b>Position:</b>	MAINTENANCE I, II, III
Reports to:	Park Supervisor and/or District Manager or Assistant District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	TBD

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## Position Overview

**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.

**Maintenance III:** 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:

### 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.

## MAINTENANCE I, II, III

### Maintenance II:

*All of the responsibilities and duties of 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;
- Safe use and care and training in the use of equipment assigned to staff, outside contract crews, or 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 District pool and related facilities including cleaning, backwashing, pool equipment care, and chemical maintenance;
- Other duties as assigned.

### Maintenance III:

*All of the responsibilities and duties of 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 of Sheriff's Work Alternative Program [SWAP] and court referral volunteers;
- 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;
- Safe use and care of tools and equipment by providing appropriate training and example to fellow staff and volunteers;
- 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, and ability required to perform this job.*

#### 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.

#### Maintenance II:

*All of the requirements and qualifications of 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.

#### Maintenance III:

*All of the requirements and qualifications of 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;

## MAINTENANCE I, II, III

- 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.

### Education and Experience

*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:*

#### Maintenance I:

##### *Education:*

- Equivalent to a high school diploma.

##### *Experience:*

- 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.

#### Maintenance II:

##### *Education:*

- Equivalent to a high school diploma;
- Certification in any course that would likely provide knowledge in building care, building equipment repair and maintenance, or construction, electrical and plumbing concepts;
- Certification in any course that would likely provide knowledge in landscape care, equipment repair and maintenance, construction, or pool maintenance.

##### *Experience:*

- 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;
- Experience in one or more of the construction trades, pool care, pesticide application or irrigation installation and repair.

#### Maintenance III:

##### *Education:*

- AS degree in park related major;
- Certification in any course, or combination of courses, that would likely provide knowledge in landscape management, vehicle or equipment repair and maintenance, pool maintenance, construction, metal fabrication or pesticide application.



## MAINTENANCE I, II, III

### *Experience:*

- 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 position must possess, or have the ability to obtain 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:

#### 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).

#### Maintenance III:

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

### Medical Examination and Finger Printing

*Successful candidates must:*

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

### Physical Requirements

#### Maintenance I, II, III:

- Lifting, pushing, pulling, or carrying 60 to 100 pounds.
- Estimated working position is standing or walking 70% of the time.

## MAINTENANCE I, II, III

- 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

Maintenance III: 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.*

#### Full Time Employees:

- Medical, Dental, Vision, Life Insurance, CalPERS Retirement (Employee Share of Cost at 7%)
- Vacation
- Paid Holidays

#### Full and Part-Time Employees:

- 457 Retirement (Optional employee contribution plan)
- Flex Plan (Optional employee contribution plan)
- Sick Leave, Longevity Increases
- Employee Discount on District Programming and Facility Rentals

MAINTENANCE I, II, III

Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>4/15/2019</i>
<b>History</b>	<i>Combine all separate Park Maintenance I, II, and III descriptions into one document</i>
<b>Reviewed:</b>	<i>Not applicable.</i>

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7/2/2020

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