

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Park Maintenance Worker – Job Description
POLICY NUMBER: 2380
ADOPTED: September 11, 2000
REVIEWED: 04/08/13; 07/14/2015; 04/12/16; 08/15/16; 04/11/18; 05/13/20
AMENDED: 08/10/15; 05/09/16; 09/12/16; 05/14/18; 07/13/20

2380.10 The Park Maintenance Worker is hired by the General Manager and works under supervision of the Public Works Superintendent, the Park Maintenance Worker performs the maintenance and landscaping tasks necessary to keep the District parks safe, clean and well maintained. The Park Maintenance Worker may be directed to assist field staff by his/her supervisor and/or the General Manager as needed.

2380.20 This is a seasonal position. No District benefits or holiday leave will be paid for the employee in this position. The rate of pay appears on the Salary Schedule and is paid bi-weekly.

2380.30 The Park Maintenance Worker must be over eighteen (18) years of age and have experience in the safe operation and care of landscape maintenance tools and equipment including lawnmowers, weed whackers and power blowers.

2380.40 Desirable qualifications for this position include:

2380.41 Knowledge of basic janitorial practices and the ability to identify safety hazards in structures, landscaping, playground equipment, baseball and soccer fields, parking lots and other public facilities.

2380.42 The ability to learn operational characteristics and limitations of power landscape maintenance equipment, learn pertinent federal, state and local codes, laws and regulations relating to the operation and maintenance of public parks, learn and skillfully transport and operate riding lawnmowers, read and interpret instruction manuals.

2380.43 Formal training in the maintenance of public facilities or parks is desired.

2380.50 The Park Maintenance Worker must have a valid California driver's license with a satisfactory driving record (Department of Motor Vehicle driving record printout required prior to employment).

2380.60 Essential responsibilities to be performed in a professional and courteous manner as a representative of the District include, but are not limited to, the following:

2380.61 Performs a variety of landscape and facility maintenance duties at the District parks including mowing lawns, weed whacking, collecting litter and emptying trash containers, cleaning parking lots, restrooms and gazebos, performing light carpentry and/or painting as necessary.

2380.63 Operate riding lawnmower, weed whacker, leaf blower and various power and hand tools. Transport lawnmower and other equipment to and from the park/s, inspect equipment, make operating adjustments and perform preventative maintenance as necessary.

2380.64 Inspect park for potential hazards, determine precautions for safe equipment operation, perform assignments in compliance with safety regulations and the District code of Safe Practices, perform scheduled park safety inspections, clean and prepare park facilities for special events.

2380.65 Work overtime if necessary and authorized by the General Manager/Public Works Superintendent.

2380.66 Operate District vehicles.

2380.67 Read, comprehend and follow written instructions. Maintain accurate and complete records of work performed.

2380.70 The Park Maintenance Worker may be directed to assist field staff to efficiently and productively operate, repair, construct, replace and maintain the District water and sewer systems, refuse collection services, buildings and grounds.

2380.71 Perform traffic control functions, set up traffic warning devices and barricades, direct traffic around work sites, maintain related equipment. Performs other duties as assigned.

2380.72 Operate and perform light maintenance on a variety of equipment, including hand, air and power tools, generators, whackers, compressors, cement mixers and trucks.

2380.73 Haul or transport equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair as directed.

2380.74 Assists the District Field Staff as directed to efficiently and productively maintain, repair and perform light construction work on the District's water and sewer systems, refuse collection services, buildings and grounds.

2380.75 Cannot operate District vehicles or equipment without the proper training, required license/s and/or endorsements to do so.

2380.70 The Park Maintenance Worker is required to maintain physical condition necessary for heavy, moderate or light lifting and carrying, bending, twisting, stooping, kneeling, walking, standing or sitting for prolonged periods of time, and the ability to operate motorized equipment and vehicles.

2380.80 The field environment in which this employee performs may include exposure to noise, dust, grease, exhaust fumes, traffic, pesticide and herbicide chemicals and inclement (hot or cold) weather conditions.

2380.90 A pre-employment physical and live scan shall be performed, at District expense, prior to employment. As this position requires the employee to perform labor requiring manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening showing the absence of illegal drugs and/or alcohol is also required as a condition of District employment.

2380.100 Basic Work Hours

Office hours are 8:00 a.m. to 5:00 p.m. The Park Maintenance Worker works up to twenty-nine (29) hours per week and also works special events as requested by the General Manager and/or Public Works Superintendent.

2380.110 Essential Job Duties

The Park Maintenance Worker may be required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2380.115 Task: Perform repair, maintenance and construction work on Districts Park facilities, grounds and equipment.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2380.116 Task: Maintains vehicles, equipment and tools used in park maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 10 lbs., frequently up to 30 lbs. and infrequently up to 50 lbs.),

kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2380.117 Task: Maintains District Park.

Physical Demand: Standing, walking, lifting and carrying (regularly up to 15 lbs., frequently up to 25 lbs.), distance vision, use of hands to finger, handle or feel objects, tools, or controls, driving mower on uneven terrain, driving vehicle.

2380.118 Task: Completes paperwork and reports related to park maintenance and inspection tasks.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2380.120 Marginal Job Duties

2380.121 Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; exposure to paints, chemicals and household hazardous waste.

2380.122 Task: Assist in snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2380.123 Task: Assist in general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs., climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2380.124 Task: Assist in refuse collection services.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel

objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2380.120 Environmental Demands

2380.121 Outside: Always works outside in a variety of weather conditions ranging from 50 to +100 degrees Fahrenheit.

2380.122 Inside: Seldom works indoors in temperature-controlled environment.

2380.123 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during lawn mowing and maintenance operations, exposure to gasses and fumes from weed control devices or chemicals.

2380.124 Noise/Vibration: Moderate exposure to noise, and vibration from Park maintenance tools and equipment.

2380.130 Mental Requirements

2380.131 Reading: Reads instructions, work orders, safety manuals, Material Safety Data Sheets (MSDS), letters, reports, memos and messages.

2380.132 Writing: Annotates facility inspection information, hours worked, and descriptions of work done.

2380.133 Math: Ability to perform basic math calculations. Ability to count and measure.

2380.134 Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

2380.135 Repetition: Routine daily work practices.

2380.136 Judgment: Works under minimal supervision; some judgment required.

2380.137 Social Skills: Ability to relate cooperatively with members of the public and District personnel.

2380.138 Communication Skills: Ability to understand communications from others.

2380.140 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.