

CAMERON PARK COMMUNITY SERVICES DISTRICT
PARKS Maintenance Worker I
PARKS DEPARTMENT
Part Time
Salary: \$14.00 per hour

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 18,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services; parks; recreation; covenants, conditions and restrictions (CC&R's); lighting and landscaping assessment district (LLAD); solid waste disposal and recycling.

DEFINITION:

This is the entry-level class in the maintenance worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties, being exposed to situations requiring and exercising fewer independent decisions, and working under closer supervision. Since this class is entry level, employees may have limited related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Maintenance Workers.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Parks Supervisor and/or Parks Maintenance Worker II.

EXAMPLE OF ESSENTIAL DUTIES: (include but are not limited to the following)

1. Performs a variety of maintenance, repair, and construction work on various facilities, structures, and systems including in the areas of parks and buildings; performs a variety of semi-skilled and heavy physical labor.
2. Operates construction and maintenance equipment; hand and power tools including but not limited to lawn mowers, edgers and trimmers, pruner, chipper, chain saws, auto scrubbers, floor burnishers, pool vacuums and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment.
3. Transports equipment and material to work sites; loads and unloads equipment and materials.
4. Maintains, trims, prunes and removes trees, brush, and weeds along right-of-ways; removes broken branches and fallen trees from streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks.
5. Performs various duties involved in the cleaning, repair, and maintenance of the parks and facilities including restrooms, and other District-owned/operated structures; performs general plumbing and

electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities.

6. Performs various grounds and landscape maintenance duties at parks and landscaped areas; maintains ball fields; plants, mows, edges, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.
7. Applies fertilizers, herbicides, insecticides in parks; may prepare spray program recommendations.
8. Cleans debris and removes graffiti from park areas, parking lots, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required.
9. Maintains playground equipment and play areas.
10. Sets up rooms and facilities for various public events; performs tear-downs after events.
11. Maintains and cleans swimming pools and maintains proper chemical balance.
12. Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
13. Provides courteous customer service; responds to questions and inquiries from the general public regarding various concerns; resolves customer problems or complaints.
14. Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
15. Maintains assigned records, inventories and prepares necessary reports.
16. Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
17. Adjusts work schedule as required to assist with events and seasonal needs.
18. Performs related duties as required.

KNOWLEDGE OF:

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned. Basic operation of equipment used in cleaning, maintenance and reports such as, but not limited to mops, vacuums, floor buffers, lawn mowers, hedge trimmers, pressure washers, hand and power tools. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned. Proper procedures used in the maintenance and repair of hand and power tools. Materials, methods, terminology, and tools used in the building maintenance and repair. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals. Tree care, pruning, and removal principles and practices. Principles and practices of record keeping. Occupational hazards and standard safety practices. Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

ABILITY TO:

Perform a variety of maintenance, construction, and repair work in the area of work assigned. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Ensure adherence to safe work practices and procedures. Work independently in the absence of supervision. Maintain records including time and material use records. Prepare reports and forms such as accident reports, incident reports and inventory lists and calendars using a prescribed format. Safely drive and skillfully operate power equipment and hand tools involved in parks and buildings. Understand and

carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum high school diploma or equivalent.
- Some general maintenance experience is desirable.

LICENSES/CERTIFICATION REQUIRED:

Certain assignments may require certification. Certification must be retained throughout employment as a condition of employment.

Required:

- Possession of a valid California driver's license, good safe driving record and proof of insurability are required and must be maintained throughout employment
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain and maintain it throughout employment

District will provide opportunities to obtain licenses and permits for professional growth.

ENVIRONMENTAL & PHYSICAL CONDITIONS:

Most essential duties of this position are performed outdoors and in all weather conditions. Work may also be performed in an office setting. Work is performed in an environment of frequent interruptions requiring time management skills and the ability to adapt to changing environments.

- The nature of the work requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often with constant interruptions. Bend, stoop, walk, drive, move and frequent operation of equipment such as mowers, tractors, weed eaters and other comparable equipment for long periods of time.
- Requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties.
- Requires both near and far vision when inspecting work and operating assigned equipment.
- The need to lift, carry and push tools, equipment and supplies weighing 100 pounds or more is also required.
- The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants.
- Ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull and grasp files and other items on a daily basis.
- Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Equal Opportunity Employer

Cameron Park Community Services District is an Equal Opportunity Employer. _____

Additional Information

Maintenance Worker I - part time, \$14 per hours, number of hours to be determined

For a detailed job description, flyer and electronic application please go to:

<http://www.cameronpark.org/about-cpcsd/jobs-cameron-park/>

Paper documents are available Monday – Friday, 8:00 a.m. to 5:00 p.m.
at the Cameron Park Community Services District, 2502 Country Club Drive, Cameron Park, CA 95682

RESPONSIBLE FOR:

The maintenance and repair of Cameron Park Services District’s grounds, parks, equipment and related facilities.

FILING DATE:

Open until filled.

Interviews will be conducted when sufficient applications have been received.

SUBMIT:

Cover letter, resume and completed District job application may be submitted by:

FAX – (530) 677-2201

Email – admin@cameronpark.org

U.S. Mail or in person -

Cameron Park Community Services District

Attention: Kathy Matranga-Cooper

2502 Country Club Drive

Cameron Park, CA 95682

PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL

Mike Grassle, Parks Superintendent

530-672-7355