

INDIAN VALLEY CSD

JOB DESCRIPTION

Park Maintenance Worker

Part-Time Seasonal (20 hrs./week)

SCOPE OF WORK: Individual performs duties required for the maintenance and repair of grounds and buildings within the Indian Valley Community Services District (District).

DUTIES PERFORMED:

- Handling minor carpentry, painting, and mechanical repair. Must be able to work independently and make responsible decisions.
- Maintaining signage and markers. Mowing, collecting and hauling debris within all parks. Daily maintenance of park including, but not limited to restroom cleaning and litter control.
- Prepare parks for opening: move picnic tables, garbage cans, clean restrooms, hook up water, mowing and debris removal.
- Prepare parks for end of season: put away picnic tables, garbage cans, clean restrooms, unhook water lines, clean leaves and debris.
- Mowing grass, weed trimming, replacing sprinkler heads and trouble-shooting sprinkler system, operating and servicing grounds maintenance equipment etc.
- Observe established safety practices and procedures in working with chemicals, fuels, materials and equipment commonly used by the District Staff.
- Performs other duties as assigned by the Indian Valley Community Services District.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school degree or equivalent. Knowledge in operating motorized equipment and power tools are necessary along with the ability to work independently.

The District, at its discretion, may substitute work experience for education requirement. The amount and type of work experience that can be substituted will be defined at the time of employment.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL AND ABILITY

Knowledge of the processes, procedures and methods needed to perform duties associated with park maintenance. Requires specialized knowledge, skills and abilities generally acquired and developed through experience and training. A degree of interpersonal skill is required to be able to communicate with others regarding the performance of duties and responsibilities.

SUPERVISION RECEIVED/EXERCISED:

This position is under the direct supervision of the General Manager. In the absence of the General Manager, the position will be under the temporary supervision of a District employee designed by the Board of Directors.

EMPLOYMENT/BENEFITS:

- Park Maintenance Worker is a part-time seasonal position working 20 hours or less per week for 19 or less weeks.
- Park Maintenance Worker position is hourly with no vacation or comp time benefits. Sick leave is accrued 1 hour per 30 hours of work and is available after 3 months of employment.
- Timesheets shall be submitted on the 15th and last day of each month with a pay period being generally defined as 2 weeks. Time sheets are for accountability of time.
- Performance reviews will be conducted annually by the designated supervisor and representatives from the Board of Directors and salary adjustment if any, shall be determined by the District Board.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position performs duties in mostly outdoor environment. This position works daytime and evening hours, weekday and weekends and on occasion may be required to work additional hours. This position must be flexible concerning working hours and duties and be able to work well with individuals regarding the use of common courtesy.

Maintenance worker must be able to lift, drag and pull at least 75 pounds. Other abilities required include stretching, reaching, bending, kneeling, sitting and the ability to climb ladders and dig holes.

May include exposure to hazardous conditions and situations.

OTHER ASSIGNMENTS:

The District Board reserves the right to amend the functions assigned this position, whether temporarily or permanently, at any time as they determine in the best interest of the district. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

I have read the Job Description for the position of Park Maintenance Worker.

Signature _____ Date _____

I (Print Name) _____ as a part-time employee of the Indian Valley Community Services District have received instruction in the safe use and operation of the Indian Valley Services District mower and other vehicles I may be expected to operate and understand the requirement to wear a seat belt and observe CA Vehicle Regulations.

I understand the failure to use seatbelts and obey CA vehicles regulations may result in the termination of my employment.

Signature: _____

Dated this ____ day of (month) _____, 202__.