



# Pleasant Valley Recreation and Park District Job Description

**Job Title:** Service Maintenance Aide  
**Department:** Park Division  
**Reports To:** Park Maintenance Crew Leader  
**FLSA Status:** Non-exempt

**Location:** All District Parks and Facilities  
**Prepared Date:** March 2015  
**Approved by:** Board of Directors  
**Approved Date:** July 1, 2015

**SUMMARY:** Under direct supervision, performs routine labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool and buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related routine tasks as assigned. This is an entry-level part-time classification in the Grounds/Facilities series. Receives day-to-day direction from Park Maintenance Lead Worker and/or Grounds/Facilities II.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following, with a focus of quality customer service being primary for all positions. Performs other duties as assigned.

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, fertilizing, sodding, raking and cultivating; maintains flowers and shrubs; performs pesticide and herbicide spraying as assigned.
- Works weekends, evenings, holidays, special events as assigned.
- Drives light trucks and operates motorized equipment as required.
- Perform minor adjustments and repairs of tools and equipment
- Maintain the cleanliness of assigned District buildings; custodial duties.
- Perform maintenance on park facilities; including touch-up painting, minor carpentry, plumbing and other repair activity.
- Ensure the safety of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Maintain ball fields; lines in-fields for play with chalk; cleans infield based pegs and attaches bases; replaces damaged based pegs, pitching rubbers and home plates.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain and clean restrooms.
- Set up and break down various facilities.

## **QUALIFICATIONS:**

- Some knowledge of: the tools, materials, and equipment used in the landscape maintenance and custodial trade; the proper operation of gas powered equipment normally associated with maintenance activities; common plants, turf, trees, and their care; common landscaping and gardening tools and equipment.
- Working ability to: perform plant care and construction activities; perform strenuous manual labor, follow oral and written instructions; establish and maintain effective working relationships with others.

**EDUCATION and/or EXPERIENCE:** Must be 18 years of age with a high school diploma or general education degree (GED). Any combination of education and/or experience which provides the knowledge and the ability to use tools basic to landscaping and maintenance.

**OTHER SKILLS AND ABILITIES:** Must be able to operate automobiles with either an automatic or manual transmission. Establish and maintain effective working relations with others; and ability to work hours as assigned. Ability to be self-motivated, work independently and manage time well.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid California driver's license. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.



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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.