

# Pleasant Valley Recreation and Park District, CA



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### GROUPS FACILITIES I

**Department:** Park Division

**Pay Grade:** F102

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

Performs semi-skilled and skilled labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool, and facilities/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 technical tasks as assigned. This is an entry-level classification in the Grounds series. The Grounds/Facilities I position performs the routine tasks and duties including less complex and general park maintenance and repair of irrigation systems, facilities, pool, vehicles, and equipment. Since this is an entry level class, employees may have only limited or no directly related work experience. Receives day-to-day direction from Park Maintenance/Facilities Lead Worker.

#### ESSENTIAL JOB FUNCTIONS

- 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; ball field prep (draft and line fields); manually waters brick dust infields to provide suitable surface for play.
- Operates construction and maintenance equipment and power tools such as a dump truck, tractor, mowers, edgers, weed whips, chainsaws, pruners, and blowers; maintain hand and power tools and assigned equipment; conduct equipment inspections and perform preventive maintenance on equipment.
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean restroom areas; sweep, scrub, strip, wax, seal and buff floors, vacuum, and shampoo carpets.

- Perform maintenance on park facilities, including touch-up painting, minor carpentry, plumbing and other repair activity.
- Operates light to medium motor-driven turf maintenance equipment, including tractors and trucks; tows equipment trailers and other related equipment used to level and prepare brick dust fields as assigned; performs minor repairs to keep equipment in running order.
- Ensure the safety of various park facilities including playgrounds, soccer fields, buildings, tennis courts and 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; provides field safety checks and take appropriate actions to correct problems.
- 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.
- May be required to work stand-by on a rotational basis and report to work on a callback basis as needed. Standby assignment is at the discretion of the supervisor.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Must be 18 years of age with a high school diploma or general education degree (GED); and six (6) months related experience and/or training preferred.

### **Special Qualifications:**

- Position requires above average amount of driving, therefore, must possess a valid California driver's license and maintain a clean California Department of Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. 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. )

### **Knowledge, Skills, and Abilities:**

- Ability to work outdoors in inclement weather.
- Ability to perform a variety of routine tasks in the care, cleaning, and general maintenance of building, grounds, and equipment.
- Ability to work hours as assigned.
- Ability to follow instructions furnished in written, oral, or diagram form; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to establish and maintain effective working relations with others.

## **PHYSICAL DEMANDS**

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; prolonged periods of time.
  - Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
  - Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
  - Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.
  - Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
  - Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise, exposure to potentially hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to the 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. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants.

*Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date