

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

Park Aid

Job Description

Non-Exempt Seasonal Position

\$17.90 - \$19.76

*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 the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the direction of the Maintenance Supervisor, the Building & Event Monitor performs a variety of tasks in the monitoring, care and maintenance of District facilities while acting as a liaison to customers and patrons on behalf of the District. Position assists in the implementation of assigned recreation programs and services including but not limited to: rentals, classes, and special events. This position is part-time, hourly, nonexempt; hours per week will vary depending on the season and scheduled rentals/programs/events. The Building & Event Monitor regularly works weekends, evenings and holidays. Starting pay ranges from \$17.90 - \$19.76 per hour.

ESSENTIAL FUNCTIONS: *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Inspect facilities and recommend repairs and/or maintenance required and supplies needed.
- Prepare facilities for use; ability to read and follow several layout configurations.
- Provide excellent customer service; demonstrating a positive, courteous and enthusiastic attitude. • Open, clean, maintain, close and secure facilities.
- Meet with renters to inspect and document condition of facility before and after it is used.
- Monitor facility use during scheduled rentals, programs and events.
- Promote and ensure safety procedures are followed by renters, participants, and spectators.
- Refer customer issues and complaints to appropriate staff for resolution.
- Complete all required records and reports daily.
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Other duties as assigned
- Any combination of experience and education that could likely provide the required knowledge and abilities. • Knowledge of basic custodial cleaning methods and techniques. Ability to: • Lift up to 50 pounds. • Work with minimal supervision. • Provide excellent customer service. •

Regularly use custodial tools, equipment and supplies. • Understand and follow written and oral instructions and communicate clearly orally and in writing. • Read multiple facility schedules and assess needs accordingly. • Demonstrate sound judgment and time management skills. • Multitask and prioritize projects. Special Requirements: • Possession of a valid California driver's license, reliable transportation and a good driving record. • DOJ Fingerprint and background check. • Pre-Employment physical & drug test.

- Ability to maintain and operate grounds and construction equipment.
- Knowledge of basic turf maintenance and techniques of planting and maintaining trees and shrubs in landscaped and natural areas
- Knowledge of basic custodial methods.
- Knowledge of basic trades such as electrical, plumbing and construction.
- Knowledge of basic softball, soccer, and baseball field maintenance.
- Ability to recognize mechanical problems and make simple repairs of small equipment and larger mowers and tractors and implements.
- Knowledge or ability to care for horse arena and equestrian area.
- Ability to recognize unsafe areas or hazards in park grounds, structures, playgrounds, and ball fields and correct those.
- Ability to assist in training of part time staff and to work cooperatively with other park staff and recreation staff.

EDUCATION AND EXPERIENCE:

- Graduation from High School

WORKING CONDITIONS:

- Works in buildings as well as outside.
- Exposed to chemicals used in turf care, custodial duties and equipment maintenance.
- Works in areas of public use in direct observation of participants in programs and park activities.

PHYSICAL ABILITIES:

- Ability to drive District vehicles and equipment from location to location in the maintenance of the parks.
- Ability to walk on uneven terrain, climb ladders, lift up to 50 lbs. unassisted, stoop, squat, bend and sit while performing maintenance or repair duties.
Physical Demand: Sitting; standing; walking; lifting, pushing, pulling, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.
- Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.
- Task: Assists in the cleaning and maintenance of District Park Facilities.

- Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.
- Task: Applies weed control chemicals to ditch bands and around above-ground District Facilities.
- Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.
- Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various Park District.
- Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.
- Task: Assists in the locating of District facilities.
- Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.
- Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District Facilities.
- Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.
- Task: Maintains tools and equipment.
- Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.
- Task: Repair and maintenance of District buildings and grounds.
- Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

LICENSES:

- Valid California Driver's License which allows the individual to drive during the course of employment.

Rio Linda Elverta Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rio Linda Elverta Recreation and Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

public service announcements, flyers and other marketing materials to promote designated recreation programs. • Responds to requests for information on District programs and services. Minimum Requirements: • Any combination of

experience and education that could likely provide the required knowledge and abilities. • Knowledge of basic custodial cleaning methods and techniques. Ability to: • Lift up to 50 pounds. • Work with minimal supervision. • Provide excellent customer service. • Regularly use custodial tools, equipment and supplies. • Understand and follow written and oral instructions and communicate clearly orally and in writing. • Read multiple facility schedules and assess needs accordingly. • Demonstrate sound judgment and time management skills. • Multitask and prioritize projects. Special Requirements: • Possession of a valid California driver's license, reliable transportation and a good driving record. • DOJ Fingerprint and background check. • Pre-Employment physical & drug test.