

Cameron Park Community Services District

Job Title:	Parks & Facilities Maintenance Worker I	Department/Group:	Parks and Facilities
Location:	Cameron Park Lake	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>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.</p> <p>SUPERVISION RECEIVED/EXERCISED</p> <p>Receives general direction from the Parks Supervisor, Foreman and/or Parks Maintenance Worker II.</p> <p>ESSENTIAL JOB DUTIES</p> <ul style="list-style-type: none"> • 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. • Janitorial work. • 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. • Transports equipment and material to work sites; loads and unloads equipment and materials. • 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. • 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. • 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. • Applies fertilizers, herbicides, insecticides in parks; may prepare spray program recommendations. • 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. • Maintains playground equipment and play areas. 			

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- Sets up rooms and facilities for various public events; performs tear-downs after events.
- Maintains and cleans swimming pools and maintains proper chemical balance.
- Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various concerns; resolves customer problems or complaints.
- Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
- Maintains assigned records, inventories and reports.
- Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
- Adjusts work schedule as required to assist with events and seasonal needs.
- 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.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)

- 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.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.