



CLASS SPECIFICATION FOR:

Recreation Maintenance Worker I

General Statement of Duties:

Responsible for assigned recreation and park sites' general site maintenance including custodial services, open/close responsibilities, basic park inspections, and general building and equipment inspections for the Division of Recreation and Parks; does related work as required.

Distinguishing Features of Class:

An employee in this job classification is responsible for an assigned number of park facilities. Daily responsibilities include opening and closing each site on time; performing a variety of custodial duties at each assigned location; completing general inspections of parks, buildings, and on-site equipment; reporting observed issues to supervisor so repairs, maintenance and other necessary work can be completed by the appropriate staff; and is responsible for accurately tracking and reporting work completed. Work is performed independently at various assigned locations Countywide with minimal supervision. Employee is responsible for the safe operation of a County vehicle.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Responsible for assigned sites' general site maintenance including custodial services, open/close responsibilities, general park inspections, general building and equipment inspections;
- Performs routine custodial services and maintenance to assigned sites which may include any combination of interior areas, exterior areas, surrounding grounds, staffed facilities, non-staffed facilities, historical properties;
- Performs park duties including opening and closing park on time as scheduled, empties trash cans if visibly needed, cleans and stocks rest rooms, report problems and safety issues to supervisor;
- Completes work assignments and work orders accurately, timely and cost effectively with minimal oversight from supervisor, and refers unusual situations to supervisor;
- Keeps accurate records for work orders, jobs, maintenance, repairs, etc. and provides records to supervisor in a timely manner;
- Safely uses and operates all equipment needed to perform routine custodial and maintenance duties;
- Safely and correctly uses all cleaning products, other chemicals and supplies;
- Uses proper personal protection equipment (PPE) at all times;
- Keeps assigned sites and truck stocked with necessary equipment and supplies to ensure efficiency at each job site, advises supervisor of inventory needs and submits supply orders for approval;
- Provides excellent customer service by assisting customers as needed or upon request, by providing services such as answering questions, assisting with loading/unloading cars, etc.;
- Maintains equipment used to perform assigned duties in safe and good working condition;
- Trains and shares information and technical knowledge with all other maintenance workers and Parks Services Division staff appropriately;
- Participates in all scheduled meetings and trainings;
- Assists with cleanup after inclement weather;
- Reports incidents at assigned sites to supervisor and assists with documenting incident;
- May assist with training and directing temporary staff;
- Serves as event staff as assigned (e.g. tarps, special events, etc.);
- Maintains a valid driver's license and a safe driving record;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Good knowledge of equipment and cleaning compounds, chemicals and products used in the cleaning and care of buildings and other assigned sites; good knowledge of cleaning compounds, chemicals and products ability to damage colors and various kinds of finishes and surfaces; knowledge of grounds maintenance practices; ability to keep records and to make reports to supervisor in a timely manner; ability to request necessary equipment and cleaning materials in writing; good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain a good working relationship with County employees and public; basic computer skills with ability to use computer; physical condition that will permit heavy lifting and pushing, reaching, stooping, climbing ladders and working under adverse temperature and/or weather conditions; personal accountability including teamwork



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and establishing and maintaining positive relationships with the public and County employees; ability to work independently and complete assigned tasks on time; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned vehicles. Requires ability to work a flexible schedule to open and close assigned sites on time and to assist with other Division activities as assigned.

Minimum Education and Experience:

Education: High school education;

Experience: Prefer some relevant custodial or general maintenance work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license.