



CLASS SPECIFICATION FOR:

Recreation Maintenance Worker II

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; makes light repairs to equipment and site facilities; performs more responsible maintenance duties such as buffing and routine, less complex repairs of equipment, and assists with special cleaning or renovations projects as assigned; does related work as required.

Distinguishing Features of Class:

An employee in this job classification proficiently performs the duties assigned to a Recreation Maintenance Worker I including primary responsibility for an assigned number of park facilities; daily 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. Additionally, the Recreation Maintenance Worker II is responsible for light repairs to equipment and site facilities; more responsible maintenance duties such as buffing and routine, less complex repairs of equipment; assisting with floor renovations and cleaning projects as assigned; assisting with courtesy cleans, end of season cleans, and deep cleans; inspecting and cleaning concession stands; and removing graffiti. 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 services including custodial services, open/close responsibilities, general park/building/site inspections, general equipment inspections, light repairs to equipment and site facilities and more responsible maintenance duties such as buffing and routine, less complex repairs of equipment;
- Assists with floor renovations and cleaning projects as assigned, including stripping and waxing interior floors;
- Assists Recreation Maintenance Worker III or Recreation Maintenance Worker IV with assigned duties such as courtesy cleans, end of season cleans, inspecting and cleaning concession stands, removing graffiti, deep cleans, etc.;
- Advises supervisor of need for work orders for services and repairs required at assigned sites, may enter approved work order requests in current work order system;
- Completes work assignments accurately, timely and cost effectively with minimal oversight from supervisor, with unusual situations referred to supervisor;
- Performs routine custodial and maintenance to assigned sites which may include any combination of interior areas, exterior areas, surrounding grounds, staffed facilities, non-staffed facilities, historical properties as assigned in regular duties or as special back-up or event coverage;
- Cross-trains to perform maintenance duties at parks and centers within assigned workgroup/area
- Drives County vehicle – obtains and maintains a valid driver's license and maintains a safe driving record
- Documents incidents and reports to supervisor;
- 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.;
- Safely uses, operates and maintains 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;
- 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;
- Documents and reports incidents at assigned sites to supervisor;
- 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.



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Required Knowledge, Skills and Abilities:

Sound knowledge of a wide variety 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; 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 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: Two (2) or more years of 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.