



CLASS SPECIFICATION FOR:

## Recreation Maintenance Worker IV

### General Statement of Duties:

Serves as working first line supervisor; coordinates the activities of assigned staff in a timely and cost effective manner to ensure the ongoing cleanliness, care and basic maintenance of County-owned properties, including a wide array of structures, grounds and fields, under the purview of the Division of Recreation and Parks, for use by the public and for special events and other activities; ensures supplies, equipment, tools, etc, are readily available for staff's use, includes approving supply requests and ordering supplies following current Division and County procedures; 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, II and III levels and serves as first line supervisor for assigned staff responsible for day-to-day supervisory duties such as responsible for hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals; etc.; ensures the quality condition of all Recreation and Parks properties' readiness for use; ensures supplies, equipment, tools, etc, are readily available for staff's use, includes approving supply requests and ordering supplies following current Division and County procedures; prepares incident and other reports as required or assigned. Appropriately handles concerns elevated by disgruntled customers/citizens. Requires strong computer skills to create and complete a variety of online tasks and to create and maintain a variety of records. 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 hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals; etc;
- Serves as a working supervisor as needed to ensure quality condition of all Recreation and Parks properties' readiness for use;
- Coordinates the activities of assigned staff in a timely and cost effective manner to ensure the ongoing cleanliness, care and basic maintenance of County-owned properties, including a wide array of structures, grounds and fields, under the purview of the Division of Recreation and Parks, for use by the public, special events and other activities;
- Ensures supplies, equipment, tools, etc, are readily available for staff's use, includes approving supply requests and ordering supplies following current Division and County procedures;
- Prepares incident and other reports as required or assigned;
- Assists supervisor with cost and budget projections as assigned;
- Completes work orders at site and in the current work order system accurately, timely and cost effectively, creates and maintains work order records for self and others, includes preparing related reports as assigned;
- Tracks and reports costs, ensures activities are completed within approved budget;
- Safely uses, operates and maintains equipment needed to perform to 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;
- Performs on-call duties as assigned;
- 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:

Considerable 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; considerable 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; working knowledge of equipment used in cleaning and maintenance duties with the ability to make repairs or perform basic maintenance to equipment as needed; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve problems; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; good supervisory skills including good training skills and the ability to effectively manage workloads, manage competing priorities, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; ability to establish and maintain a good working relationship with County employees and public; strong computer skills with ability to use computer and various systems related to assigned duties; basic financial skills with the ability to track costs, manage within an approved budget and assist as needed with budget preparation; 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; sound judgment and decision making skills; 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: Graduation from high school/GED;

Experience: Five (5) or more years of relevant custodial or general maintenance work experience including experience as a lead worker or in a supervisory capacity;

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.