



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Parks Seasonal
Department: Parks and Recreation
Division: Parks
Supervised By: Parks and Facilities Assistant Superintendent
FLSA Status: Non-Exempt
Revision Date: September 2020

JOB SUMMARY

Within a well-defined framework of established policies and standard operating procedures; perform a variety of unskilled, semi-skilled and skilled grounds, building, park and trail work and/or related activities to maintain repair, improve, preserve and protect the District's park and recreation facilities and grounds in accordance with prescribed maintenance management practices.

DISTINGUISHING CHARACTERISTICS

The Parks Seasonal classification is a seasonal entry to journey level classification, depending on education and experience. Incumbents work under immediate supervision from the Parks and Facilities Assistant Superintendent while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate to general supervision from the Parks and Facilities Assistant Superintendent depending on level of experience; and technical and functional supervision from Senior Parks Operations Specialist.

May exercise technical and functional supervision over County work release crew members, other District seasonal workers or volunteer groups as assigned.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Mow turf areas; plant, weed and prune in landscape areas.
- Clean a variety of District owned/maintained properties/facilities such as walks, courts, playgrounds, bike trails, beaches, infield areas, barbecue areas and parking lots.
- Sweep, rake, blow, hose down and shovel debris.
- Load and unload trucks of refuse, trimmings, soil, sand, rock and other materials.
- Utilize a variety of power and hand tools in compliance with all pertinent safety standards.

- Perform basic maintenance, care and repair of assigned equipment, tools and other supplies.
- Pick up litter, debris and empty refuse containers.
- Clean restrooms according to specified health and safety standards; scrub sinks, toilets, floors and walls; re-supply toilet tissue, paper toweling and soap; repair and/or report leaks, property damage and/or plumbing problems.
- Clear snow from walkways and stairs of District owned/maintained buildings.
- Maintain, repair and install irrigation systems; replace/adjust sprinkler heads; adjust and/or reconfigure pipes and heads.
- Paint, repair and maintain a variety of park facilities and related equipment such as fencing, concrete, play areas, walkways and mow strips; replace worn or broken parts; clean up graffiti.
- Maintain safety and awareness of pertinent safety issues on a continuous basis; identify safety and/or health issues; initiate necessary action and follow up to ensure safety and health standards are met and appropriate documentation is completed.
- Operate trucks, tractors, power mowers and other motorized equipment as required.
- Prepare playing fields.
- Clean vehicles.
- Maintain cleaning supply inventory,
- Complete work orders as needed.
- Prioritize daily work activities for self and others as assigned.
- Train, provide technical and functional supervision, and otherwise act as a resource to assigned county work release crew members, other District seasonal workers or volunteer groups in a variety of parks maintenance activities, safety procedures, departmental operations and policies.
- Must represent the District in a positive manner at all times.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Enter daily data in web-based computer software program.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the maintenance, repair and construction of a variety of District owned/maintained parks, trails, and facilities.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of park and trail operations and facilities.
- Standard and accepted safety procedures applicable to a variety of maintenance and construction activities.
- Landscape, irrigation, electrical, construction and/or park operations.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Learn the District's operations, policies and procedures as they relate to assigned duties.
- Operate a variety of motorized, heavy and power equipment utilized in the maintenance, repair and construction of District owned/maintained parks, trails, and facilities in a safe and effective manner.
- Operate a variety of hand powered maintenance and construction equipment in a safe and effective manner.
- Maintain work orders, routine records and logs.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Perform routine arithmetical calculations including addition, subtraction, multiplication and division.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: Some prior experience in maintenance, grounds keeping, landscaping or customer service is desirable for entry level. At least two years of increasingly responsible work equivalent to the duties performed by the entry level of this classification for journey level.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is primarily performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Work may be performed at heights above or below the ground.

Position requires working beyond normal business hours, holidays, and/or weekend work.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Rarely
Standing	Rarely
Walking	Frequently
Walking on uneven terrain	Occasionally
Driving	Occasionally
Hearing	Frequently
Speaking	Frequently
Seeing	Frequently

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Occasionally
Pushing (50 lbs.)	Occasionally
Pulling (50 lbs.)	Occasionally
Stooping	Occasionally
Working at heights (6-25 feet above/below ground)	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Continuously
Working/Reaching at desk level	Occasionally

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Continuously
26 to 50 lbs.	Continuously
51 to 75 lbs.	Frequently
76 to 100 lbs.	Occasionally
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Occasionally
Pushing	Occasionally

Fine Manipulation	
Typing/Keyboard	Rarely
Calculator	Rarely
Writing	Rarely
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Occasionally
Simple Grasping	
Files	Rarely
Computer mouse	Rarely
Phone receiver	Rarely
Power Grip	
Power tools	Occasionally
Equipment (shovel, etc.)	Occasionally
Arm	
Lateral	Occasionally
Rotation	Occasionally

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Gym lights	25 feet
Parking lights	25 feet
Interior lights/HVAC	8 – 10 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Occasionally
Identifying	Continuously
Interpreting	Occasionally
Knowing	Continuously
Observing	Continuously
Problem Solving	Occasionally
Remembering	Continuously
Understanding	Continuously
Explaining	Occasionally

APPROVED BY: Sean Barclay, General Manager on September 24, 2020.