

2302.04

**ARDEN MANOR RECREATION AND PARK DISTRICT
MAINTENANCE WORKER
JOB DESCRIPTION**

DESCRIPTION:

Under the supervision and direction of the Parks and Facilities Maintenance Supervisor and may include additional or supplementary general supervision provided by a Senior Maintenance Worker or the District Manager. Performs a variety of custodial duties including building, grounds maintenance, and other District facilities as required.

EXAMPLES OF DUTIES:

- Performs custodial maintenance of District buildings, setting up and taking down tables and chairs.
- Mows and edges turf areas using power tools and hand tools, weeds and waters landscaped areas
- Assists in the pruning of trees and shrubs, rakes, sweeps and vacuums leaves and trimmings.
- Assists in the maintenance of irrigation systems.
- Cleans swimming pools, restrooms, and other structures.
- Cleans up litter and debris at park facilities
- Assists in the construction, repair and painting of tables, benches, fences, signs, structures and recreation and playground equipment.
- Assists in performing minor maintenance on District vehicles and equipment.
- Transports, loads and unloads supplies, equipment, and machinery.
- Performs safety inspections and reports unsafe conditions to supervisor.
- Other duties as required.

PREFERRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to follow oral and written instructions to satisfactorily perform the duties of the position.
- Ability to safely use and maintain hand tools and equipment.
- Ability to establish effective and cooperative working relations with coworkers.
- Ability to drive a manual transmission vehicle.
- Ability to perform heavy physical labor; carrying, pushing, and pulling heavy objects, lifting (up to 90 pounds).
- Ability to interact with the public and represent the District in a professional manner.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 90 pounds. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust, and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent may be required to respond to afterhours emergency call-outs and perform routine standby

duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS:

Completion of high school or equivalent education. At least one (1) year of experience which demonstrates the ability to perform the duties of the position. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying

ADDITIONAL REQUIREMENTS:

- Valid California Driver's License
- Must pass a Department of Justice background check
- Must pass a physical exam.