



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
Thursday, June 23, 2022 5:00PM
390 W. Oak Valley Parkway Beaumont, CA 92223**

AGENDA

www.bcvparks.com

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20, the Beaumont Cherry Valley Recreation & Park District and the Beaumont Cherry Valley Recreation & Park Improvement Corporation will be conducting this meeting by teleconference only. Public comments on matters listed on the agenda or on any matter within the District's jurisdiction will be received during Public Comments, Agenda Item No. 1. There will be no public physical location for attending this meeting in person. The District's Board meeting room will be closed to the public until further notice. The Workshop and Regular Session is available by calling: +1 669 900 6833. Meeting ID: 323 943 4355. You can also join the meeting from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/3239434355>.

DISTRICT CLOSED SESSION – Closed session to begin at 5:00pm

1. Public Employee Annual Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

Roll Call: Director De La Cruz, Director Ward, Treasurer Flores, Vice-Chair/Secretary Diercks and Chairman Hughes

WORKSHOP SESSION: None.

REGULAR SESSION: Regular Session to Begin at 5:30pm

Roll Call: Director De La Cruz, Director Ward, Treasurer Flores, Vice-Chair/Secretary Diercks and Chairman Hughes

Invocation:

Pledge of Allegiance:

Presentations:

Adjustments to Agenda: Government code sec 54954.5(b) (2) provides "upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a) "

Presentations: None.

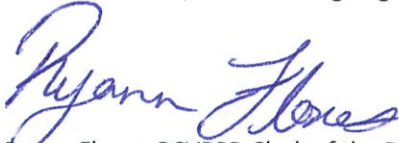
1. **PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. If you are unable to participate by telephone or via Zoom, you may submit comments and/or questions in writing for the Board's consideration by sending them to ryann@bcvparks.com. Submit your written inquiry prior to the start of the meeting. All public comments received prior to the start of the meeting will be provided to the Board and may be read into the record or compiled as part of the record. There is a three (3) minute limit on public comments.

2. **CONSENT CALENDAR:** Items are considered routine, non-controversial and generally approved in a single motion. A board member may request to have an item removed from the consent calendar for discussion or to be deferred. (Includes Minutes, Financials, Resolutions, and Policy & Procedure matters).
 - 2.1 Minutes of June 8, 2022
 - 2.2 MOU Change from Beaumont-Cherry Valley Recreation and Park Improvement Corporation to Beaumont-Cherry Valley Recreation and Park District
 - 2.3 Approve Special Provision Allowing for Teleconference Meetings during a Governor-Declared State of Emergency Pursuant to AB 361
3. **ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:**
 - 3.1 Approval of Job Title and Salary Changes
4. **NEXT MEETING:**

Regular Meeting – Wednesday, July 13, 2022
5. **DIRECTORS MATTERS/COMMITTEE REPORTS**
6. **ADJOURNMENT:**

Any person with a disability who requires accommodations in order to participate in the meeting should telephone Ryann Flores at 951-845-9555, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by Beaumont-Cherry Valley Recreation and Park District, and the foregoing agenda was posted at the District office and District web site June 20, 2022.



Ryann Flores, BCVRPD Clerk of the Board



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, June 8, 2022 6:00pm

MINUTES

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and the fact that there is a Governor-declared state of emergency, the Beaumont Cherry Valley Recreation & Park District conducted this meeting by teleconference.

DISTRICT CLOSED SESSION – There was no closed session.

WORKSHOP SESSION: None.

REGULAR SESSION: Regular Session to Begin at 6:00pm

Regular session began at 6:00pm.

Roll Call:

Director De La Cruz: Absent

Director Ward: Absent

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

Invocation: Pastor Scott Mason with the Beaumont Presbyterian Church gave the Invocation.

Pledge of Allegiance: Chairman Hughes led the pledge of allegiance.

Presentations: None.

Adjustments to Agenda: None.

1. PUBLIC COMMENT:

Chairman Hughes opened public comment at 6:03pm. Hearing none, public comment closed at 6:03pm.

2. CONSENT CALENDAR:

2.1 Minutes of May 11, 2022

2.2 Bank Balances for May 2022

2.3 Warrants for May 2022

2.4 Approve Special Provision Allowing for Teleconference Meetings during a Governor-Declared State of Emergency Pursuant to AB 361

Albert Maldonado commented on item 2.4. He stated the Board has voted to hold teleconference meetings under AB361. The District needs to make certain findings every 30 days to continue teleconference meetings. There needs to be a Governor-Declared State of Emergency and then there needs to be two findings. 1) The

District needs to consider the circumstance for the State of Emergency. 2) State or Local Officials have recommended social distancing. Chairman Hughes confirmed that the finance committee met and approved items 2.2 and 2.3.

Motion was made to accept items 2.1, 2.2, 2.3, and 2.4.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 3-0

Director De La Cruz: Absent

Director Ward: Absent

Treasurer Flores: Aye

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS: (Includes Committee Reports)

3.1 Approval of Resolution #2022-01 for transfer of the Danny Thomas Ranch property from the Beaumont-Cherry Valley Recreation and Park Improvement Corporation to the Beaumont-Cherry Valley Recreation and Park District as stated in the deed

Attorney, Albert Maldonafodo, clarified that with acceptance of the Danny Thomas Ranch property, the District will not need to pay property taxes.

Chairman Hughes opened public comment at 6:07pm. Hearing none, public comment ended at 6:07pm.

Motion was made to accept item 3.1.

Initial Motion: Chairman Hughes

Second: Treasurer Flores

Result of Motion: Carried 3-0

Director De La Cruz: Absent

Director Ward: Absent

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.2 Approval of FY 20/21 Draft Audit

Chairman Hughes opened public comment at 6:09pm. Hearing none, public comment ended at 6:10pm.

Motion was made to accept item 3.1.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 3-0

Director De La Cruz: Absent

Director Ward: Absent

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.3 Approval of FY 22/23 & 23/24 Budget

General Manager, Duane Burk, noted the law change in January 2022 regarding the Developer Impact Fees. They are now charged per square foot rather than per unit. With this, a new study will have to be done.

Chairman Hughes opened public comment at 6:14pm. Hearing none, public comment ended at 6:14pm.

Motion was made to accept item 3.1.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks
Result of Motion: Carried 3-0
Director De La Cruz: Absent
Director Ward: Absent
Treasurer Flores: Aye
Vice Chair/Secretary Diercks: Aye
Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator: Zina Bakoo

- We have 25 employees.
- Workers Compensation- Cases/Incidents/Accidents – No open cases. It has been 129 days since our last employee accident.
- Zina completed webinar training for Vector Solutions for a variety of employee training modules.
- Aaron Morris graduated with his AA from College of the Desert on May 25th, 2022.
- Annual Employee Picnic has been scheduled for June 10th at 1pm at Bogart Park.
- Kyle Simpson resigned from his position as Activities Coordinator. We are currently in the process of interviewing and hiring a replacement.
- We are currently hiring for our maintenance department.
- Zina attended The Foundation Golf Tournament on May 13th, 2022.
- Zina attended The Foundation Appreciation Dinner on June 1st, 2022.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee met Monday, June 6th, 2022 to review May 2022 Financial Reports for Fiscal Year 2021-2022.
- The Monthly Financial Report consisted of the Profit & Loss Budget vs. Actual, as well as the Bank Account Balance Spreadsheet and Warrant Registers which are also included in the Board Packet.
- Property Tax Disbursement – The Financial Services Technician has not received deposits into the Riverside County Fund for May 2022 as of June 2nd, 2022.
- The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for May 2022, bringing our Reserve balance to \$114,020.15, and transferred into the Money Market account \$7,500.00 monthly contributions for May 2022 bringing our balance to \$215,549.18.
 - Office Manager is worked of Public Records Requests.
 - Finance attended on 5/2/2022 Cinco de Mayo Meeting.
 - Finance worked on 5/7/2022 our first Cinco de Mayo Event.
 - Finance attended on 5/13/2022 3rd Annual Golf Tournament.
 - Finance attended on 5/23/2022 Beer Brats and Bogart Bash Meeting.
 - Finance met with Jimmy Garcia from “The Craft Lounge” on 5/24/2022 regarding festival.
 - Finance & Maintenance Foreman met with Perry Gerdes from Royal Rangers on 5/27/2022.

Activities Coordinator:

- COVID-19 Testing Facility at the Woman’s Club will continue through June 30th, 2022.
- Past District Events:
 - Cinco de Mayo
 - Memorial Wall
 - Was moved to June 24th, 2022, but they did hold one for the Kennedy Family.
- Upcoming District Events:
 - Beers Brats and Bogart Bash – Saturday, June 11th, 2022.

- Movies Under the Stars – Starting Monday, June 20th, 2022.

Maintenance Foreman: Aaron Morris

I hope everyone is adapting to the rising temperatures. Staff has been doing a great job keeping up with the ongoing activities and we are looking forward the upcoming projects and events. Here are a few items the Maintenance Department has been working on.

- Staff has been working up at Bogart Park knocking down and spraying weeds.
- Staff assisted in setting up and tearing down the District's stage during the Avila Memorial Horseshoe Tournament.
- Staff also assisted in setting up and tearing down the stage and dining area for the first Market in the Park event this year.
- The stage was used during the Closing Ceremonies for BYBSB.
- 10 trees were planted near the pond in the Bogart Day Use Area.
- The new structures in the Bogart Day Use Area have had their footings poured and the roofs have been installed.
- Staff has been fixing all of the infield sprinklers systems for the baseball fields.
- Our pest abatement program has been going well and staff has been doing a great job reducing the number of rodents in the turf and grounds.
- Alfonzo's Tree Service went through and trimmed up the over grown trees and shrubs in the Franco Gardens.
- I officially graduated from College of the Desert on May 25th, 2022 with an Associates of Science Degree in Turf Management.

Athletic Coordinator: Dodie Carlson

- The spring season started is finishing this month and we will be starting the summer season after the July 4th holiday. Monday women's has concluded and the winners were Cut a Pitch. The remaining nights will be played out over the following weeks.
- I am exploring the possibilities of running an adult kick ball league this summer in addition to our slow pitch. I have had requests for it from time to time. I feel it would be a great thing to offer during the summer month's as that is when we have the least amount of use on the fields. It will depend on if we have any full park closures or the field availability after the field rentals are all in.
- The calendar remains very slow due the lack of staff for tournaments. Hopefully we can get some help as things start to loosen up.
- I would like to thank the Board of Directors, General Manager, and staff for their constant work for this district. I would like to thank the maintenance staff for their constant work on field improvements, while they continue to battle the gophers and squirrels. The fields are improving every week.
- BYB would like to thank Chris Diercks for attending closing day and handing out the MVP awards sponsored by the district. The league and players are very appreciative. BYB will start fall ball registrations in August 2022.

General Manager: Duane Burk

Duane attended the City of Beaumont and City of Calimesa council meetings as well as the Foundation Golf Tournament and the District's community events throughout the month of May. Duane also attended the CARPD conference where he received the General Manager of the Year award.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library.
- Finance – 1st Thursday of Every Month 4:00pm NCCC.

- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC
 - July 13, 2022
 - August 10, 2022
 - September 14, 2022

5.2. Upcoming Holidays

Monday, July 4, 2022 Independence Day

Monday, September 5, 2022 Labor Day

5.3. Events

June 9, 2022 – Lion’s Club Dedication at Noble Creek Regional Park

June 11 – Beers, Brats, and Bogart Bash at Bogart Regional Park

June 20 – July 25, 2022 – Movies Under the Stars Every Monday at Noble Creek Regional Park

Woman’s Club COVID testing through June 30, 2022

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz:

Armando was absent and unable to comment.

Director Ward:

Denise was absent and unable to comment.

Treasurer Flores:

John wished a happy summer for all and thanked the staff for their hard work. He is looking forward to the District’s Beers, Brats, & Bogart Bash event.

Vice Chair/Secretary Diercks:

Chris congratulated Aaron on his degree and told him to keep up the great work. He stated that staff continues to do great with the fact that we are short staffed. He is also looking forward to the District’s Beers, Brats, & Bogart Bash event.

Chairman Hughes:

Dan has been working with some contractors on future projects and is looking forward to the upcoming District events.

Dan attended the following:

- Cinco de Mayo Festival on 5/7/22
- Foundation 3rd Annual Golf Tournament on 5/13/22
- Banning Chamber Breakfast on 5/18/22
- Regional Chamber Mixer on 5/19/22
- Different phone meetings
- EDA Meeting at Noble Creek Community Center on 5/31/22

6. ADJOURNMENT:

Motion made to adjourn the meeting at 6:30pm.

**NON-BINDING MEMORANDUM OF
UNDERSTANDING BETWEEN THE CITY OF
BEAUMONT
AND THE BEAUMONT - CHERRY VALLEY
RECREATION AND PARK DISTRICT TO
COLLABORATE ON DEVELOPMENT OF A
REGIONAL PARK AT THE DANNY THOMAS
RANCH**

RECITALS

WHEREAS, the mission of the Beaumont-Cherry Valley Recreation and Park District (“District”) is to enrich and fulfill the lives of community members by providing parks, park facilities and recreational programs of outstanding quality.

WHEREAS, the District endeavors to achieve its mission and meet the needs of its growing community by acquiring, constructing, improving, maintaining and operating recreation centers throughout the community it serves.

WHEREAS, The City of Beaumont (“City”) provides park and recreational services to enhance the quality of life and meet the needs of residents living within the City’s jurisdictional boundaries.

WHEREAS, City and Corporation desire to collaborate and explore the means and strategies by which they might jointly pursue design, funding and development of a first class regional park to serve as a regional sport and recreation draw at the Danny Thomas Ranch, within their respective jurisdictional boundaries, in order to meet regional park and recreation needs.

WHEREAS, City and District desire to provide for a Non-Binding Memorandum of Understanding (“MOU”) in furtherance of their interests in jointly pursuing the design, funding and development of a regional park to serve residents within their jurisdictional boundaries.

WHEREAS, City and District acknowledge that District will serve as the lead agency in development of the proposed regional park and will maintain ownership and control over the operation and maintenance of the park once completed.

WHEREAS, City and District further acknowledge that District shall retain all fees and revenue collected in connection with the proposed park once completed.

AGREEMENT

NOW THEREFORE, City and District agree as follows:

1. **INCORPORATION OF RECITALS.** The above recitals are incorporated herein by this reference.

2. **IMPLEMENTATION.** City and District will collaborate on the design of a proposed regional park to be developed at the Danny Thomas Ranch as follows:
 - a. District shall serve as the lead and responsible agency in connection with development of the park.
 - b. District shall retain ownership of the park and will maintain ownership and control over the operation and maintenance of the park once completed.
 - c. District will be entitled to retain any fees or revenues generated from operating the park once developed.
 - d. The proposed park will be developed to meet regional recreational and sports related needs.
 - e. The park shall be designed and developed to comply with applicable state and federal laws, including but not limited to, the Americans With Disabilities Act (ADA).
 - f. District and City agree that any property to be included within the park not currently within City's jurisdictional boundaries will be annexed into the City. City and District will work cooperatively and shall take any actions needed to accomplish such annexations.
 - g. District will be responsible as the lead agency for purposes of environmental review and for obtaining all permits and coordinating all construction.

3. **INSURANCE AND RISK ALLOCATION.**
 - a. District shall maintain all insurance required to construct, operate and maintain the park naming City as an additional insured.
 - b. It is further understood that any responsibility for alleged injuries or damages arising from the existence or use of the park shall be governed by and subject to provisions of the California Tort Claims Act.

4. **TERM AND TERMINATION OF THIS MOU.**
 - a. This Non-binding MOU may be terminated without cause at any time by either party upon thirty (30) days written notice or by mutual agreement of City and District.

b. This MOU shall terminate automatically if the park is not substantially completed within ten (10) years after execution of this MOU.

5. **EFFECTIVE DATE.** This MOU shall be effective upon date of its execution by all parties.

6. **NON-BINDING.** This MOU sets forth the intent of City and District to cooperatively pursue planning, design and development of a regional park, but is non-binding and may be terminated at any time by either City or District.

APPROVED BY:

Lloyd White, Mayor
City of Beaumont

Date

Dan Hughes,
Beaumont-Cherry Valley Recreation and Park District

Date

Approved As To Form:

John Pinkney, Beaumont City Attorney

Albert Maldonado, General Counsel,
Beaumont-Cherry Valley Recreation and Park District



Staff Report

Agenda Item No. **3.1**

To: Board of Directors
From: Zina Bakoo, Human Resource Administrator
Via: Duane Burk, General Manager
Date: June 23, 2022
Subject: Organizational Chart and Salary Guidelines

Background and Analysis:

Attached are changes to the organizational chart and salary guidelines. The staff recommends changing the job title of Financial Services Technician/Office Manager to Executive Assistant. The staff would also like to change the job title of Maintenance Foreman to Assistant Maintenance Superintendent. With this change we will add a Maintenance III position to the maintenance department. See salary guidelines for the said positions.

Fiscal Impact:

No fiscal impact.

Recommendations:

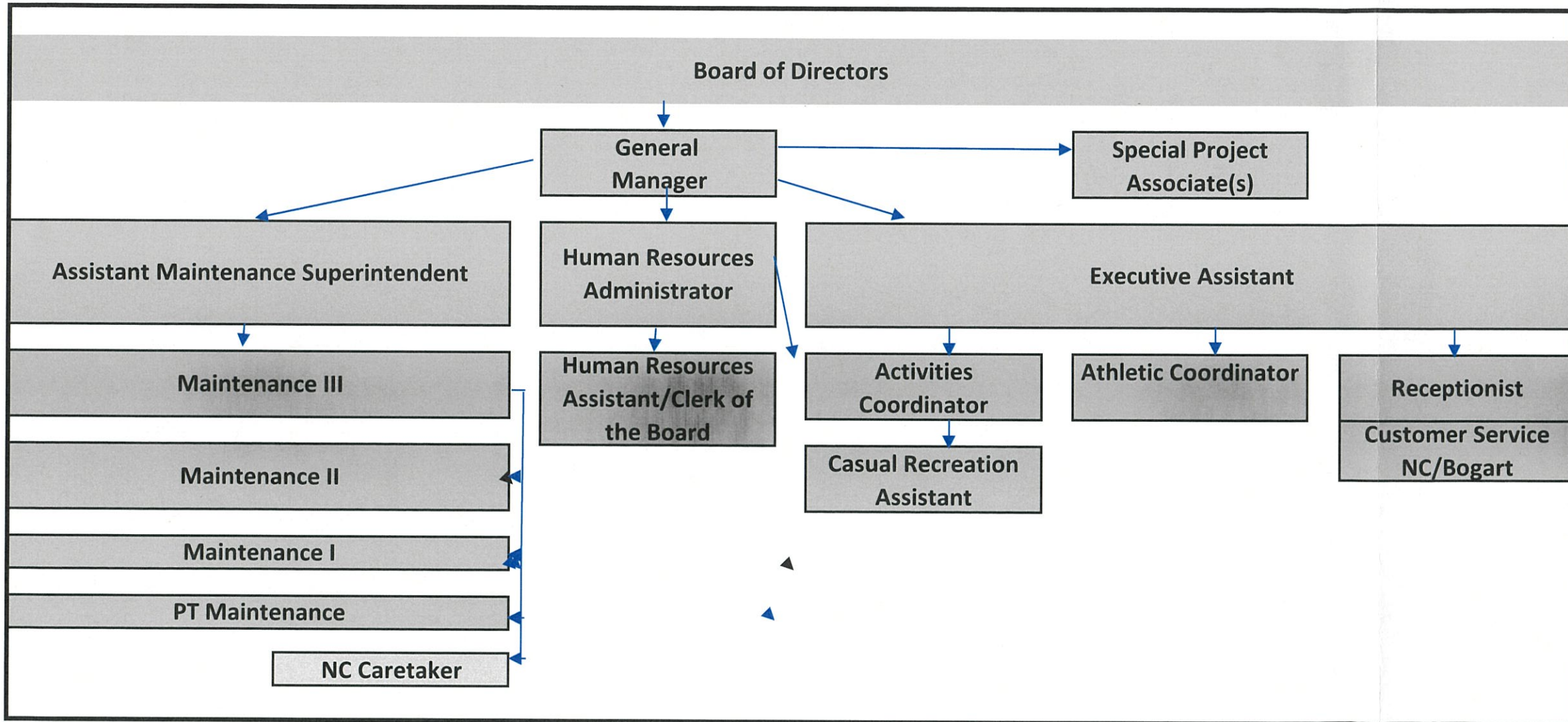
Staff recommends that the Board review, comment and approve the updated Organization Chart and Salary Guidelines.

Respectfully Submitted,

Zina Bakoo

Zina Bakoo
Human Resource Administrator

Beaumont-Cherry Valley Recreation Park District Organizational Chart 2022



BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURES MANUAL

TITLE: Job Description – Executive Assistant

Dated: July 1, 2022

Salary Range: \$77,300 - \$99,400

DEFINITION

The Financial Services Technician/Office Manager FST (FST) is an “Exempt”, “Full Time” position as defined by the BCVRPD Employee Handbook and is subject to the “safety sensitive” guidelines of the District. The (FST) acts as the District’s Accounting Clerk, Project Coordinator and Office Manager under the direction of the General Manager. The FST is responsible for the implementation of approved accounting policies and completion of the District’s general accounting needs. Though the District’s financial decisions are made by its Finance Committee and General Manager, the FST assists and advises executive management on accounting issues. The FST provides practical input on accounting issues and is expected to exercise independent judgment, initiative, and follow-through on financial and accounting issues in meeting the District’s stated financial and accounting objectives. The FST also coordinates approved District projects by assisting in the contract bidding process, monitoring project contracts for compliance, and maintaining project files. The FST oversees researching and purchasing for the District. The FST’s duties often require the FST to work with highly sensitive and confidential financial information, and therefore the FST’s job requires confidentiality as to that information. The FST will be responsible for writing and administering grants. The FST will supervise and manage subordinate lower level staff. . This position will received 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

The FST reports to and receives general direction from the General Manager

The FST exercises supervision over lower level staff such as the Athletic Coordinator, Activities Coordinator and Receptionist as determined by the General Manager.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Provides accounting oversight and assistance to the General Manager.
- Reviews and applies new or revised laws, regulations, and accounting standards as prescribed by professional services.
- Responsible for accounts payable including but not limited to facility user reimbursements, umpire checks, banner sells and employee reimbursements.
- Responsible for accounts receivable.
- Prepare financial and accounting reports. Examine, reconcile, balance and adjust accounting records. Analyze data and draw logical conclusions.
- Review bank balances daily and prepare for weekly meeting updates with the General Manager.

- Prepare for and attend finance meetings. Analyze and explain transactions and inconsistencies and provide follow up documentation request.
- Responsible for researching and comparing best prices for purchasing products.
- Prepares for budget reviews & annual audits to include revenue/expenditure forecasting.
- Will coordinate with the Human Resources Administrator with the execution of employee evaluations.
- Reconciles petty cash and banking activities.
- Responsible for maintaining accounting records including payroll records.
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Research grant opportunities. Write, apply for and administer grants.
- Coordinates with outside contractors, County and City departments to complete projects.
- Maintains the Districts files relating to projects and act as the District contact for the public seeking such information.
- Determines required licenses, insurance and other related information required for projects. Works with outside contractors to ensure projects complies with those requirements.
- Identify and implement adequate internal controls.
- Review contracts.
- Create and/or update missing or outdated policies and procedures.
- Respond to vendors inquiries in an effective and tactful manner.
- Supervise, assign and participate in the work of subordinates: review work upon completion for conformance according to policies and procedures of the District.
- Supervise, train and evaluate subordinates.
- This position requires cross training from other departments to be utilized as needed.

MARGINAL FUNCTIONS

- Consult with auditors regarding position issues
- Issue credit and debit cards
- Assist with Board meeting preparation.
- Assist in general office duties
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Facilitate financial elements and planning during special events

QUALIFICATIONS

- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Grant Writing certificate program must be maintained within 18 months of employment.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Quick books accounting applications
- Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing Standards (GAGAS)
- Relevant State, Federal, and local laws and regulations
- Reporting standards and statutory requirements
- Principles and practices of financial record keeping
- Principles and techniques used in planning, coordinating, and maintaining records for District projects
- Grant writing and administering of grants
- Supervisory skills; Knowledge of recruiting, supervising, training, monitoring, evaluating and motivating personnel
- Advanced computer skills and applicable programs including Quick books, Microsoft office and the Districts web-site.
- Record keeping techniques
- Cash handling practices and controls
- Good public relations etiquette

Ability to:

- Understand and interpret the principles, laws, and procedures involved in fiscal record keeping and accounting functions
- Understand the organization and operation of the District as necessary to perform assigned responsibilities
- Research, analyze and evaluate programs, policies and procedures
- Plan, train and supervise the work of subordinates
- Organize and direct the work of assigned staff
- Analyze data and draw logical conclusions
- Use professional accounting and audit judgment and apply generally accepted auditing standards in all assignments
- Make arithmetical calculations quickly & accurately
- Communicate effectively in oral and written form. Read, write and communicate the English language at a level necessary for efficient job performance
- Prepare and document accounting transactions
- Prepare a variety of financial statements, reports, and analyses
- Compile, analyze, and interpret complex financial data and reports
- Work as part of a team. Establish and maintain effective working relationships with other employees and the public
- Must have the ability to work independently in the absence of supervision
- Multi-task

Experience & Education:

Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Experience and education that provides the required knowledge and abilities would be qualifying. The completion of a bachelor's degree in public agency or business administration, accounting, finance or related field would be highly desirable.

Experience: 4 years' experience in high level accounting procedures and a minimum of two years' experience supervisory experience. Experience in previous employment in a job of similar duties preferably within a local government environment.

PHYSICAL REQUIREMENTS

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 25 lbs. routinely. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to "random drug testing" because of safety sensitive position.

ENVIRONMENT

Works primarily in an office environment

Occasionally work outside in inclement weather and exposure to water, dust, dirt, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE: Job Description – Assistant Maintenance Superintendent

Dated: July 1, 2022

Salary Range: \$30.00 – \$42.00

DEFINITION

The Maintenance Foreman (MF) is a “Full Time” Employee” as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. The MF will act as a liaison between the General Manager (GM) and lower level maintenance staff. Under direction of the GM, plans, organizes and manages the operation of District facilities, ball fields, the Beaumont Woman’s Club, the Cherry Valley Grange Community Center and Noble Creek Park. The MF has responsibility for managing operations and implementing policies through the development of operational procedures. This position will review the District calendars and prepare maintenance staff schedules in accordance with the various duties. This position will act in a lead capacity over lower-level maintenance employees and plan, participate and supervise those employees. The MF will develop safety standards and submit required safety paperwork. The MF will plan, develop and execute special events in cooperation with the Activities Coordinator. (AC). The MF works in cooperation with the Activities Coordinator and Athletic Coordinator.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the General Manager.

Exercises supervision over lower-level positions working in the maintenance department.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Operate equipment and machinery in a safe and effective manner including but not limited to tractors, bobcats, trenchers, chain saws, lawn mowers, aerators, hedgers and spreaders as well as a variety of vehicular and stationary mechanical equipment.
- Directly, and through subordinates, manages the operations and maintenance of District facilities including: setting standards for acceptable levels and methods of park operations; conducting inspections of facilities and park areas; recommending and implementing new park projects and improvements; and researching necessary resources and recommending systems and procedures to carry out projects.
- Installation and repair of sprinkler/irrigation systems and adjust operation of irrigation controllers. Maintain, install and research existing plumbing.
- Supervise and participate in seasonal turf renovations.
- Provide training to lower level staff.
- Responsible for pest control spraying various pesticides, herbicides, fungicides, and other related chemicals and obtaining maintaining all license requirements.

- Perform daily maintenance in all buildings and park areas and provide daily work assignments to maintenance workers and over see progress.
- Required to drive an automobile to perform various duties.
- Create maintenance department work schedules in conjunction with the AC and Athletic Coordinator and coordinate maintenance responsibilities for special events.
- Work cooperatively with other departments providing assistance with events, facility use, programs, set-ups, etc.
- Directs and participates in the construction and maintenance of the grounds.
- Act as a liaison with other departments and contractors to ensure projects and events coordinate with operations as a whole.
- Oversee, work with and provide leadership to lower-level maintenance workers.
- Keep records of work completed, materials used, and crew time on projects.
- Keep inventory records.
- Design landscape plans for facilities grounds and implement accordingly.
- Insure all necessary equipment and services are scheduled and in order. Make determinations and recommend appropriate action by providing estimates, acquiring approval and purchase order requests. Follow through to completion.
- Weed, plant, fertilize and irrigate lawns and park areas. Mow, aerates and edge lawn areas. Rake, sweep and clean up lawn clippings, etc. using power blower and hand tools. Prune and trim hedges, bushes, and other shrubbery.
- Work in conjunction with Financial Services Technician/Office Manager providing recommendations for the budget based on analysis of maintenance department needs such as position allocation and equipment needs. Monitor budget, making sure expenditure adjustments stay within budget.
- Conduct safety committee meetings and periodic tailgate meetings. Provide records in accordance of CAPRI
- Conduct safety inspections of grounds in coordination with HR. Prepare for weekly, monthly, quarterly and annual reports.
- Identify and mitigate safety issues related to grounds and facilities. Identify, implement and enforce necessary safety practices. Ensure all crew members utilize required personal protective equipment. Execute safety and incident procedures and complete incident/accident reports and cross-train maintenance workers for the same
- Understand and instruct crew members on proper job site security procedures.
- Maintain necessary records and reports, i.e. Safety Data Sheets.
- Assist, develop and implement policies and procedures. Enforce the Districts regulations and policies.
- Assist in interviews and selection process for employment; supervises and trains staff; recommends and takes action on personnel matters; evaluates subordinate staff and make recommendations on disciplinary problems.
- Responsible for the care and maintenance of District Fleet including maintenance logs, equipment loss and replacement records

MARGINAL FUNCTIONS

- Deal with other public agencies in coordinating special events.
- Maintain large and small equipment.
- Provide proper upkeep of sidewalks, walkways, driveways, parking lots, fountains, planters and all other grounds features.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification

QUALIFICATIONS

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination. Class B is desirable.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Within the time frame determined by the District, acquire all certificates, training and permits such as Qualified Applicator License/Certificate.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Principles and practices of effective supervision and personnel management.
- Maintenance department operations and procedures.
- Recruiting, supervision, training, monitoring, evaluating and motivating personnel.
- Operational knowledge of programming irrigation controllers and installation.
- Landscape management: The ability to examine information and/or situations in detail to identify key and important elements, their strengths and weaknesses and apply that information for recommendation and problem solving
- Fertilizer and pesticide composition and application.
- Horticulture: The art or practice of garden cultivation and management. Plant identification, plant care, pruning and maintenance.
- Arboriculture: The cultivation of trees and shrubs.
- Mowing techniques.
- Occupational hazards and safety practices.
- Conflict resolution. Interpersonal skills to resolve conflict and apply skills in interactions with co-workers, Board of Directors and the general public.
- Time management and effective scheduling.
- Principles and techniques of planning and organizing.
- Computers and applicable programs: Microsoft office, internet, excel, word, publisher, power point.
- Emergency and safety procedures of the District.
- Operation and maintenance requirement of various park equipment and machinery.

- The use of equipment and tools used in grounds maintenance.
- Integrated Pest Management (IPM): A broad based approach that integrates practice for economic control of pests. Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.

Ability to:

- Work independently without immediate supervision.
- Analytical skills: The ability to examine information and situations in detail to identify key and/or important elements, their strengths and weaknesses and use this information to make recommendations and solve problems.
- Supervise the work of maintenance workers and provide training and assistance as necessary.
- Perform and assign duties.
- Maintain work areas in a professional and organized manner
- Manage priorities effectively.
- Make recommendations and independent decisions
- Perform heavy manual labor such as regularly move or lift 50 pounds and occasionally lift 75 pounds
- Identify potential safety hazards.
- Read and understand blueprints
- Assist in the development of the annual budget and plan for maintenance and capital improvement projects.
- Ability to anticipate personnel, equipment and material requirements related to position.
- Layout irrigation pattern and drainage patterns
- Maintain and repair tools, equipment and structures such as buildings and benches using hand and/or power tools.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time constraints.
- Multi-task.
- Prioritize in an event driven atmosphere.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as assigned.
- Anticipate, schedule and coordinate operations and service needs.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education: *Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:*

3 years' experience in previous employment in a job of similar duties including 2 years of Supervisory experience. Obtain Turf management, horticulture and landscape certifications within 18 months of employment.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to "random drug testing" because of safety sensitive position.

ENVIRONMENT

Working conditions including: Working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, and wind. Office environment.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT

POLICY AND PROCEDURE MANUAL

TITLE: Job Description – Maintenance Worker III

Dated: July 1, 2022

Salary Range: \$22.00 – \$28.00

DEFINITION

The Maintenance Worker III (MW III) a “Regular Employee” as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District.

The MW III will act as a liaison between the General Manager (GM) and lower level maintenance staff. This position will review the District calendars and prepare maintenance staff schedules in accordance with the various duties. This position will act in a lead capacity over lower-level employees and plan, participate and supervise lower-level maintenance department staff. The MW III will prepare the purchase orders and submit them to the Business Services Coordinator (BSC). The MW III will develop safety standards and submit required safety paperwork to the Human Resources Director (HR). The MW III will plan, develop and execute special events in cooperation with the Activities Specialist. (AS). The MW III works in cooperation with the Activities Specialist and Athletic Coordinator.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the General Manager.

Receives general supervision form the General Manager and Activities Specialist.

Exercises lead supervision over lower-level positions.

ESSENTIAL FUNCTIONS

- Operate equipment and machinery including but not limited to tractors, bobcats, trenchers, chain saws, lawn mowers, aerators, hedgers and spreaders.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Perform daily maintenance in all buildings and park areas.
- Weed, plant, fertilize and irrigate lawns and park areas.
- Mow, aerates and edge lawn areas.
- Rake, sweep and clean up lawn clippings, etc. using power blower and hand tools.
- Prune and trim hedges, bushes, and other shrubbery.
- Responsible for pest control spraying various pesticides, herbicides, fungicides, and other related chemicals.
- Create maintenance department work schedules in conjunction with the AS.
- Oversee, work with and provide leadership to lower-level maintenance workers.

- Keep records of work completed, materials used, and crew time on projects.
- Coordinate maintenance responsibilities for special events.
- Assist in determining the need of equipment, materials, etc. for projects.
- Follow purchase order procedures and follows through to completion.
- Installation and repair of sprinkler systems and adjust operation of irrigation controllers.
- Conduct periodic tailgate meetings.
- Identify and mitigate safety issues related to grounds and facilities. Identify, implement and enforce necessary safety practices. Execute safety and incident procedures. Complete incident/accident reports.
- Cross-train maintenance workers. Execute safety and incident procedures. Completing incident/accident reports.
- Conduct safety inspections of grounds in coordination with HR. Prepare for weekly, monthly, quarterly and annual reports.
- Maintain necessary records and reports, i.e.: MSDS sheets.
- Assist, develop and implement policies and procedures.
- Insure all necessary equipment and services are scheduled and in order.
- Provide daily work assignments to maintenance workers and over see progress.
- Make recommendations on disciplinary problems.

MARGINAL FUNCTIONS

- Deal with other public agencies in coordinating special events.
- Work cooperatively with the Activities Specialist and Athletic Coordinator providing assistance with summer, seasonal, special events programs and facility use set-ups.
- Make determinations of equipment needs and recommends appropriate action by providing estimates, preparing background information and following procedures to acquire approval and purchase order requests.
- Perform other duties and responsibilities as required.

QUALIFICATIONS

- Must possess and maintain a CA Drivers license and automobile insurance. Loss of the Class C Driver license is cause for discipline.
- Must possess First Aid/CPR (Infant, Child & Adult) certification.
- Within the time frame determined by the District, acquire all certificates, training and permits such as Qualified Applicator Certificate, Ethics and Sexual Harassment Avoidance training.
- Dress in an appropriate and professional manner consistent with job and safety expectations.

Knowledge of:

- Basic principles of supervision.
- Operational knowledge of programming irrigation controllers.
- Fertilizer and pesticide composition and application.
- Plant identification, plant care, pruning and maintenance.
- Mowing techniques and safety procedure.
- Occupational hazards and safety practices.

- Conflict resolution.
- Time management and effective scheduling.
- General maintenance procedures.
- Computers and applicable programs: Microsoft office, internet, excel, word, publisher, power point.
- Emergency and safety procedures of the District.
- Principles and techniques of planning and organizing.
- Maintenance department operations and procedures.
- Operation and maintenance requirement of various park equipment and machinery.
- The use of equipment and tools used in grounds maintenance.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.

Ability to:

- Work independently without immediate supervision.
- Supervise the work of maintenance workers and provide assistance as necessary.
- Perform and assign on-call duties.
- Maintain work areas in a professional and organized manner
- Perform heavy manual labor.
- Identify potential safety hazards.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time constraints.
- Multi-task.
- Prioritize in an event driven atmosphere.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as assigned.
- Provide training and assistance to others as required.
- Anticipate, schedule and coordinate operations and service needs.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education:

Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be 3 years experience in previous employment in a job of similar duties including 2 years of Supervisory experience and Turf management certificate.

PHYSICAL REQUIREMENTS

Ability to lift and or move up to 50 pounds frequently and occasionally lift up to 100 pounds with assistance. Required to carry, push, pull, lift, stand, walk, run, crouch, crawl, reach, climb, stoop, kneel and bend. Hearing and vision required to be within normal ranges.

Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

CONDUCT STANDARD

Interact with the public and employees in a positive, cooperative, and supportive manner.

ENVIRONMENT

Working conditions including: Working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, and wind.

Office environment.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE: Job Description – Maintenance Worker II

Dated: July 1, 2022

Salary Range: \$18.50 - \$25.00

DEFINITION

The Maintenance Worker II (MW II) is a “Full Time” Employee” as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. The MW II will act as a liaison between the Maintenance Foreman (MF) and lower level maintenance staff. This position will review the District calendars and prepare maintenance staff schedules in accordance with the various duties. This position may act in a lead capacity over lower-level employees and plan, participate and supervise lower-level maintenance department staff in the absence of MF. The MW II will prepare the purchase orders in conjunction with the MF and submit them to the Financial Services Technician (FST). The MW II will work cooperatively with the MF to develop safety standards and submit required safety paperwork to the Human Resources Administrator. Finally, the MW II will plan, develop and execute special events in cooperation with the Activities Coordinator (AC) and Athletic Coordinator (ATC).

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Maintenance Foreman.

Receives general supervision from the General Manager.

Exercises lead supervision over lower-level positions at the direction of the MF.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assist in employee scheduling.
- Leads and works with lower-level maintenance workers in the absence of the MF.
- Makes specific work assignments to maintenance crews and checks work progress periodically.
- Keeps records of work completed, materials used, and crew time on projects.
- Coordinates maintenance responsibilities for special events.
- Oversee and provide leadership to lower-level maintenance staff during events.
- Assist in determining the need of equipment, materials, etc. for projects.
- Follows purchase order procedures and follows through to completion.
- Perform maintenance as prescribed by the MF.
- Installation and repair of sprinkler system and adjust operation of irrigation controllers.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Required to drive an automobile to perform various duties.

- Identify safety issues related to grounds and facilities. Identify, implement and enforces necessary safety practices. Works cooperatively with the MF to remedy any safety issues.
- Trains maintenance workers maintenance techniques.
- Conduct safety inspections of grounds in coordination with the MF. Prepare for weekly, monthly, quarterly and annual reports.
- Maintain necessary records and reports, i.e.: SDS sheets/records.
- Works cooperatively with MF to mitigate maintenance issues.
- Identify problems and take effective course of action.
- Safety and incident procedures. Completing incident/accident reports.
- Assists in the development and implementation of long-range goals, policies and procedures.
- Insure all necessary equipment and services are scheduled and in order.
- Make specific work assignments to maintenance workers and over see progress.
- Give written and verbal instruction to maintenance workers regarding procedures.
- Makes recommendations on disciplinary problems.
- Required to perform On-Call duties and unforeseen after hour emergencies such as Fire Camp.

MARGINAL FUNCTIONS

- Deals with other public agencies in coordinating special events.
- Work cooperatively with the Activities Coordinator providing summer, seasonal and special events.
- Make determinations of equipment needs and recommends appropriate action by providing estimates, preparing background information and following procedures to acquire approval and purchase order requests.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification
- Occasionally attend staff and other meetings in the absence of the MF

QUALIFICATIONS

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Required to obtain a Qualified Applicators license/certification within 12 months of acquiring position.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Basic principles of supervision.
- Department operation and procedure manuals.

- Operational knowledge of programming irrigation controllers.
- Fertilizer and pesticide composition and application.
- Plant identification, plant care, pruning and maintenance.
- Mowing techniques and safety procedure.
- Occupational hazards and safety practices.
- Conflict resolution.
- Time management and effective scheduling.
- General maintenance procedures.
- Computers and applicable programs: Microsoft office, internet, excel, word, publisher, power point.
- Emergency and safety procedures of the District.
- Principles and techniques of planning and organizing.
- Maintenance department operations and procedures.
- Operation and maintenance requirement of various park equipment and machinery.
- The use of equipment and tools used in grounds maintenance.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.

Ability to:

- Work independently without immediate supervision.
- Supervise the work of maintenance workers and provide assistance as necessary in the absence of the MF.
- Perform heavy manual labor.
- Identify potential safety hazards and work with MF to remedy.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time pressure.
- Multi-task.
- Prioritize in an event driven atmosphere.
- Establish and maintain cooperative relationships with the public and employees.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as assigned.
- Provide training and assistance to others as required.
- Anticipate, schedule and coordinate operations and service needs.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education:

Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

3 years' experience in previous employment in a job of similar duties including 2 years of Supervisory experience.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to "random drug testing" because of safety sensitive position.

ENVIRONMENT

Working conditions including: Working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, and wind. Office environment.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE: Job Description – Maintenance Worker I

Dated: July 1, 2022

Salary Range: \$15.00 - \$23.00

DEFINITION

The Maintenance Worker I (MW I) is an entry-level position and subject to the “safety sensitive” guidelines of the District. This position is distinguished from the Maintenance Worker II position by the performance of the routine tasks and less complex park maintenance duties. The MW I is trained in and assist higher-level park maintenance personnel.

SUPERVISION & EVALUATIONS

Receives direct supervision and annual evaluations from the Maintenance Foreman (MF). MF may inquire of other staff for evaluations. In MF absence, reports to and receives supervision from higher level staff.

Receives general supervision from the General Manager.

Occasionally exercise supervision over lower level staff as directed.

ESSENTIAL FUNCTIONS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Depending upon assignment, MS I will work independently on routine grounds maintenance and will assist higher-level park maintenance personnel.

- Weeds, plants, fertilize, and irrigate fields.
- Mows, aerate, rakes, sweeps, etc. park areas using power and hand tools.
- Prunes and trims hedges, bushes, and other shrubbery.
- Cleans and maintains restrooms and other public facilities.
- Operate small power equipment and machinery including chain saws, rototillers, lawnmowers, aerators, spreaders, and other equipment.
- Assists in minor repair of sprinkler systems.
- Required to drive an automobile to perform various duties.
- Set-ups and tear down for scheduled events.
- Occasionally performs On-Call duties and unforeseen after hour emergency’s such as Fire Camp

MARGINAL FUNCTIONS

- Work cooperatively with other departments providing coverage for tournaments, recreational and special events.
- Open and close facilities.
- Set-ups and tear down for scheduled events.

- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification
- Occasionally performs On-Call duties

QUALIFICATIONS

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Must obtain a Qualified Applicator License/Certification within 12 months of acquiring position
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

Knowledge of:

- Emergency and safety procedures of the District.
- Operation of various park equipment and machinery.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.
- Computers and applicable programs; Microsoft Office, internet, excel, word, publisher and power point

Ability to:

- Work independently without immediate supervision.
- Learn to identify and report potential safety hazards.
- Learn the proper method of spraying various pesticides and other related chemicals.
- Work under time pressure.
- Multi-task.
- Establish and maintain cooperative relationships with the public and employees.
- Work irregular shifts, holidays, and weekends as assigned.
- Work in inclement weather conditions.
- Understand and carry out oral and written instructions.
- Learn to operate various park equipment and machinery.
- Learn mowing techniques.

Experience and Education: *Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:*

A high school diplomas or equivalent (GED) is required.

Experience in previous employment or leisure programs in a job of similar duties

Experience in performing maintenance duties desirable.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to “random drug testing” because of safety sensitive position.

ENVIRONMENT

Working conditions including: Working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, and wind. Office environment occasionally.