

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Maintenance Worker I

Dated: July 1, 2024

Hourly Rate: Minimum Wage - \$25.00 per hour

DEFINITION

The Maintenance Worker I/PT Maintenance Worker 1 (MW 1/PT-MW I) is an entry-level position 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 to assist higher level park maintenance personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Maintenance Superintendent (AMS).

Receives general supervision from higher level staff in AMS’s absence.

Receives general supervision from the General Manager.

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

Maintenance Worker I will work independently on routine grounds maintenance and will assist higher level park maintenance personnel.

- Weed, plant, fertilize, and irrigate fields.
- Mow, aerate, rake, sweep, etc. park areas using power and hand tools.
- Prune and trim hedges, bushes, and other shrubbery.
- Clean and maintain restrooms and other public facilities.
- Operate small power equipment and machinery including chainsaws, rototillers, lawnmowers, aerators, spreaders, and other equipment.
- Assist in minor repair of sprinkler systems.
- Required to drive an automobile to perform various duties.
- Set up and tear down scheduled events.
- Occasionally perform on call duties and respond to unforeseen after-hours emergencies such as Fire Camp.

MARGINAL FUNCTIONS

- Work cooperatively with other departments to provide coverage for tournaments, recreational and special events.
- Open and close facilities.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Occasionally perform 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 certifications.
- Must pass fingerprint and background checks.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Within the timeframe determined by the District, acquire all certificates, training and permits such as Ethics 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 PowerPoint.

Ability to:

- Work independently without immediate supervision.
- Learn to identify and report potential safety hazards.
- Learn the proper method for spraying various pesticides and other work-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.*

- A high school diploma or equivalent (GED) is required.
- Experience in previous employment or leisure programs in a job with similar duties.
- Experience performing maintenance duties is desirable.

PHYSICAL REQUIREMENTS

- Ability to communicate orally with District management, staff, and the public as needed.
- Regular use of a telephone for communication and payroll application.
- Must be able to 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.
- Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

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

ENVIRONMENT

Conditions include working outside, at times in inclement weather, and exposure to water, dust, dirt, chemicals, noise, and wind.