



COUNTY OF LAKE
invites applications for the position of:

EXTRA HELP PARKS MAINTENANCE WORKER

SALARY: \$15.91 - \$19.82 per hour

Public Services is seeking an Extra Help Parks Maintenance Worker (**Full job description, including minimum requirements are below**). This Extra Help position is limited to no more than 25 hours per week and no more than 900 hours per year. Incumbents are paid only for hours worked, and are only entitled to legally mandated benefits, which does *not* include paid vacation or holidays. *Extra help employees do not have status with the County.*

Please complete a hard copy application, available on the County website or in person at the Human Resources Department and indicate "Extra Parks Maintenance Worker I" as the title of the position on the application.

Applications may be submitted in person or by mail to the below address:

Human Resources Department, 255 North Forbes St, Lakeport, CA 95453.

EXTRA HELP PARKS MAINTENANCE WORKER

DEFINITION

Under supervision, to assist with performing a variety of semiskilled, skilled, and physical labor duties in the maintenance, repair and cleanup of County parks, landscaped areas, and recreational facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Parks Maintenance Worker class series. Incumbents learn and perform a variety of duties in the maintenance, repair, and cleanup of County parks, landscaped areas, recreational facilities, and related machinery and equipment. Incumbents assist with the more skilled assignments under direct guidance. As incumbents demonstrate requisite skills and knowledge on a sustained basis, it is expected that they will be promoted to the Parks Maintenance Worker II level. This class is distinguished from the Parks Maintenance Worker II level in that incumbents work with closer guidance and supervision, performing a narrower range of assignments, which require a lower level of skill.

REPORTS TO

Parks Maintenance Lead worker; Parks Superintendent; Deputy Public Services Director; Public Services Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction, work coordination, and training to Extra Help employees, On-the-Job Trainees, and inmate workers, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Assists with performing a variety of general maintenance and semi-skilled work in the maintenance, repair and cleanup of County parks, landscaped areas, recreational facilities, boat launching facilities, and associated equipment; assists with and performs duties such as mowing, watering, and maintaining lawns and shrubs; plants, waters, cultivates, weeds, prunes and fertilizes trees, shrubbery, flowers, and lawns; cleans walkways, parking lots and other areas of trash; learns to mix fertilizers, herbicides, and soil nutrients; sweeps and rakes grounds; empties trash receptacles; learns to install, maintain, and repair sprinkler systems; may clear debris; learns to perform routine maintenance and repair duties on equipment; loads, rakes, and shovels grass clippings; does general janitorial duties such as cleaning toilets, fixtures, floors and stocking supplies; learns to operate power tools such as chain saws; cleans and disinfects restrooms; replenishes supplies; requisitions supplies as needed; observes and reports needed repairs; learns to and maintains equipment used during the course of work; operates hand tools, power equipment, and vehicles; may provide lead direction, work coordination, and training, as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; walk in uneven terrain and on slippery surfaces; crawl through various areas requiring movement on hands and knees; stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 lbs.; perform sustained physical work; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; operate a vehicle; uses hand tools and power equipment including chain saws, lawn mowers, weed eaters, rototillers, edgers, and other power grounds equipment.

TYPICAL WORKING CONDITIONS

Work is performed in outdoor environments; work is performed in varying temperatures, weather, and humidity; work is performed in an environment with constant noise; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public

DESIRABLE KNOWLEDGE, SKILLS, and ABILITIES:

Knowledge of:

- Basic knowledge of practices, tools, equipment and materials used in the care and maintenance of parks, grounds, and recreation facilities.
- General grounds keeping and landscape maintenance methods and procedures.
- Basic hand tools and equipment used in routine grounds keeping work.
- Safe work practices.
- Principles of lead direction, work coordination, and training.

Ability to:

- Learn and perform a variety of general maintenance and semi-skilled work in the maintenance and repair of parks, grounds, and recreation facilities.
- Perform heavy physical work.
- Learn to perform park care and landscape maintenance assignments.
- Learn to install and maintain sprinkler systems.
- Learn to recognize and locate conditions requiring maintenance and repair.
- Learn to use and care for hand and power tools used in park care and maintenance work.
- Learn to estimate time and materials for maintenance assignments.
- Effectively provide training to less experienced staff.
- Provide lead direction, work coordination, and training, as assigned.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

TRAINING and EXPERIENCE:

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

Previous work experience in parks and/or ground maintenance work is highly desirable.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain an, an appropriate valid California Driver's License and a satisfactory driving record.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.