

Rim of the World Recreation and Park District

26577 State Highway 18 ■ P.O. Box 8
Rimforest, CA 92378
909-337-7275

Maintenance Department Job Description

Position Title: Park Maintenance Manager (Regular Full-Time, Non-Exempt, At-Will employee)

Location: Rim of the World Recreation and Park District main office

Reporting to: General Manager

Supervised Employees: Park Maintenance I, II, and/or III positions

Days and Times of Work: M-F 7:00 am to 4:00 pm. and/or as needed for evening, weekend, or holiday events and meetings

Duties, Activities, and Responsibilities:

Duties include but are not limited to the following:

- Supervises, leads, and oversees all lower-level park maintenance employees.
- Is responsible for the maintenance of public parks, parkways, buildings, grounds, athletic fields, and other landscaped areas.
- Participates in the more complex and difficult maintenance jobs of the above-mentioned facilities.
- Leads and participates with park maintenance employees in construction, maintenance, and repair of park buildings, equipment, and park recreation facilities. Repairs, sharpens, and adjusts hand tools and other recreation equipment as necessary.
- Performs work in construction, maintenance, and repairs to include: electrical, mechanical, gas, water, plumbing, concrete and asphalt work, roofing, painting, landscape maintenance, carpentry, tree care, and trash and snow removal.
- Supervises the use, care, and operation of the park grounds and facilities maintenance equipment including hand and power tools; services and makes minor adjustments to equipment.
- Verifies the work of assigned employees for accurate, proper work methods, techniques, and compliance with applicable standards and specifications.
- Installs sprinkler systems; repairs and adjust sprinkler heads.
- Issues tools-related equipment; operates a variety of power-driven equipment related to the work.
- Constructs fences, block walls, concrete walks, patios, and playing surfaces; inspects and cleans swimming pool, ornamental fountains, picnic areas, playgrounds, and other park athletic field facilities.
- Maintains materials and equipment used in maintenance work: determines need for and orders supplies, such as building materials, sprinkler parts, plants, and concrete; maintains labor and materials records; operates District machinery.
- Adheres to and routinely maintains a positive attitude towards District staff and users.

- Ensures adherence to safe working practices and procedures.
- Performs work for special events and required public relations activities.
- Coordinates and administers capital improvement projects and construction projects.
- Coordinates with outside vendors/contractors.
- Implements and performs disaster and inclement weather procedures to meet District needs.
- Prepares reports and maintains records related to the maintenance, operations, and development of District park facilities.
- Prepares annual inventory of District's equipment and materials.
- Trains assigned employees in their areas of work, including parks and facilities maintenance methods, procedures, and techniques.
- Demonstrates loyalty to the objectives of the District; builds staff morale and spirit of cooperation; treats District staff and Board Members in a professional, courteous, effective manner; presents positive public image.
- In regard to physical activity:
 - Has the ability to communicate orally with the Board of Directors, District management, staff, and the public in face-to-face, one-on-one, and group settings; regularly uses a telephone for communication; uses office equipment such as a personal computer, copier, and facsimile machines; sits and/or stands for extended time periods; has hearing and vision that are within, or correct to, normal ranges; carries, pushes, pulls, reaches, and lifts up to 25 pounds routinely; reads at, above, and below shoulder height; occasionally stoops, kneels, or crouches; has sufficient manual dexterity required to operate equipment; operates an automobile or truck to conduct District business.
- Performs other duties as assigned.

Essential Job Functions:

Knowledge of:

- Appropriate safety precautions and procedures.
- Basic methods of leadership, supervision, and training.
- Various fertilizers and their proper use.
- Methods and procedures of preparing soils for planting.
- Methods, materials, and tools used in building construction, maintenance, and repair work.
- Planting, cultivating, fertilizing, watering, and care of lawns, flowers, shrubs, and trees.

Ability to:

- Perform strenuous manual labor at varying locations.
- Interpret and work from blueprints, diagrams, and sketches.
- Operate skip loaders, small tractors, and other park equipment.
- Estimate personnel, material, and equipment required for park maintenance and construction projects.
- Recognize and take proper precautions against plant and insect diseases.

- Recognize the common species of trees, shrubs, flowers, and grasses.
- Understand verbal and written instructions.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective relationships with those contracted in the course of work.

Job Qualifications:

- High school diploma or GED.
- One year of demonstrated supervisory-level experience performing skilled park maintenance and equipment operation work and one year of experience **or** equivalent in the construction field.
- Possession of a valid class "C" California Driver's License.
- Completed health screening report.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environment; exposure to noises, vibrations, odors, and dust; inclement weather conditions.

Physical: Incumbents require sufficient mobility for walking, standing, or sitting for prolonged periods of time and the ability to transport materials and supplies weighing up to 100 pounds.