



FAIR OAKS

RECREATION & PARK DISTRICT

Job Description

JOB TITLE: Park Aide – Part Time
DEPARTMENT: Parks & Facilities
REPORTS TO: Parks & Facilities Superintendent
FLSA STATUS: Non-Exempt
PREPARED BY: HR to Go, Inc
APPROVAL DATE: December 7, 2010
REVISION DATE: March 16th, 2015

POSITION SUMMARY: Under direct supervision, performs general and semi-skilled construction and maintenance tasks in and around District parks, buildings, and facilities in compliance with established maintenance and safety standards. Cleaning park bathrooms, opening and closing parks, assisting with District special events, pulling trash, work order data entry, working with the community, enforcing District policies, etc. Excellent customer service and communication skills are a must.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Cleans and maintains District grounds, facilities, playgrounds, restrooms, picnic areas, barbeque pits and maintenance shop according to established maintenance and safety standards. Picks up and disposes of debris and trash.
- Performs work in construction, maintenance and repair work including, but not limited to the following: electrical, mechanical, gas and water, plumbing, concrete and asphalt work, roofing, painting, carpentry, welding, new construction or remodeling, landscaping, pest control, lawn maintenance, and plant and tree care.
- Operates vehicles, tractors, trenchers, rototillers, chainsaw, hand tools, and other light to heavy equipment. Maintains vehicles and equipment on a regular basis in compliance with established maintenance standards.
- Ensures that restrooms and District facilities are adequately stocked with supplies.
- Clean and lock park restrooms.
- Open and close District parks.
- Notifies supervisor when additional supplies are needed.
- Cuts and hauls trees, shrubs, turf and weeds. Rakes leaves and hoes plating beds. Plants, waters, prunes, fertilizes, aerates and performs other tasks related to the care of trees, shrubs, flowers and turf. Edges around walks, planting beds, walls, fences and related ground areas.

- Grades, backfills, and grooms athletic fields. Cleans, repairs and maintains fences, pathways and parking lots.
- Performs heavy physical labor including lifting and carrying heavy supplies and using shovels and other tools and equipment to dig holes, trenches and ditches.
- Assists in installing and maintaining irrigation systems.
- Answers questions and provides direction and information to the public regarding park ordinances, rules and regulations. Insures that order is maintained in District parks and facilities, and reports injuries, accidents, vandalism, area misuse and other undesirable activities to the appropriate authority.
- May be responsible for routine inspection of District grounds, facilities, and/or playgrounds as assigned. Performs required maintenance or repairs to correct issues and documents actions taken. Reports problems and safety issues to supervisor.
- Maintains written records and reports as assigned.
- Documents occurrences vandalism and mayhem in the parks in a daily log.
- Utilizes proper safety precautions and safety equipment related to all work performed.
- Assists with District events as needed which may require working off hours and weekends.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory duties.

MEASURES OF PERFORMANCE: The Park Worker shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
2. **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Ability to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
3. **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
4. **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
5. **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

6. **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
7. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
8. **Dependability** - Follows instructions, Responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
9. **Job Knowledge** – Competent in required job skills and knowledge; Exhibits ability to learn and apply new skills; Keep abreast of current developments; Required minimal supervisions; Displays understanding of how job relates to others; Uses resources effectively; Strives to continually build job knowledge and utilize experience.
10. **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
11. **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
12. **Personal Credibility** - Does what he/she commits to doing; Respects the confidentiality or information or concerns shared by others; Is honest and forthright with people; Carries his/her fair share of the workload.
13. **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Identifies what needs to be done and takes action before being asked or the situation requires it; Does more than what is normally required in a situation; Seeks out others involved in a situation to learn their perspectives; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); and/or one year related experience and/or training in park maintenance or related experience in semi-skilled construction field; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: California driver's license and proof of personal vehicle insurance are required.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint) of products. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, postage meter, telephone and answering machine.

PHYSICAL AND EMOTIONAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is regularly required to sit and frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENTS: I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the company retains the right to change this position guide at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the "Essential Requirements" of the job outlined herein, except as noted here: **(If none, so state):**

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

Employee signature

Date

Supervisor Signature

Date