



Apply to: **SUNRISE RECREATION AND PARK DISTRICT**
7801 Auburn Blvd.
Citrus Heights, CA 95610
(916) 725-1585
www.sunriseparks.com

Closing Date: 5:00 pm, Tuesday, February 21, 2012
Please Note: SRPD District Application and Supplemental Questions Required

**SUNRISE RECREATION AND PARK DISTRICT
CLASSIFICATION SPECIFICATION**

JOB TITLE: Park Maintenance Aide I (Seasonal)

DIVISION: Park Maintenance

CLASS DEFINITION:

Receives on-the-job training in park and facility maintenance and provides temporary help during peak work load periods. Maintains grounds in a clean, neat and orderly condition; performs manual labor and basic landscape, maintenance, repair and construction support tasks to assist District Park Maintenance Workers I/II in the maintenance, repair and construction of District parks and recreation facilities; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Park Maintenance Aide class is a sub-entry level classification. Incumbents are temporary employees and may not advance to permanent status in the Park Maintenance Worker classification series. Hours of work may be full or part-time.

SUPERVISION RECEIVED/EXERCISED:

Receives close to general supervision from a Park Maintenance Supervisor within a framework of well-defined policies and procedures and functional direction and training from a Park Maintenance Worker II. Incumbents in this classification do not supervise or direct the work of others.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Depending upon assignment(s) responsibilities and duties include, but are not limited to the following:

- Learns to and safely operates power equipment and hand tools to mow, aerate and edge lawn areas

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- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from walks, fields, courts and other facilities
- Learns to and cuts brush, fells trees, and removes stumps
- Learns to and cultivates and plants trees, shrubs, flowers, and lawns
- Opens gates and restroom facilities
- Learns to clean, sharpen, adjust and service lawn and garden tools and equipment
- Learns to and cleans and sanitizes restroom facilities and fixtures; unclogs toilets as needed, and maintains restroom supplies
- Under the direction of District park maintenance staff, learns to and performs a variety of unskilled labor and basic maintenance and construction support tasks to assist with the maintenance and repair of District parks and recreation facilities
- Performs other job-related duties as assigned

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- Assists other positions or work units with a variety of special projects on an as needed basis

EMPLOYMENT STANDARDS:

Education and Experience Guidelines:

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

- Some previous work experience is desirable
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance

Knowledge of:

- basic maintenance methods and procedures
- safe work practices and operation of power tools and equipment
- good public relations etiquette

Ability to:

- perform heavy manual labor
- learn to safely operate a variety of hand and power tools
- learn use and care of tools and equipment
- learn to identify plants, shrubs and trees
- operate a vehicle observing legal and defensive driving practices

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- follow oral and written instructions
- learn and perform landscape, maintenance, grounds keeping and tree trimming work
- establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work
- perform essential duties of the job without causing harm to self or others

Licenses/Certification Required:

- Possession of a valid class C California Driver's license and a satisfactory driving record

WORKING CONDITIONS:

Environmental Conditions:

Essential duties of the Park Maintenance Aide I classification series are primarily performed outside under varying weather conditions. Essential duties are performed on a daily basis with hands in water, on uneven and slippery surfaces, in confined spaces, around moving vehicles and equipment and on equipment with moving parts, and occasionally below ground, on ladders and/or scaffolding. Incumbents are exposed daily to extreme heat or cold, to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, oil and electrical energy.

Physical Conditions:

Essential duties of the Park Maintenance Aide I require repetitive use of feet and hands to operate vehicles, equipment and tools; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive detailed verbal information and instruction; to be able to view objects within one to twenty feet and differentiate basic colors and shades of color; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to climb, stoop, kneel, crouch, reach, stand, and walk to accomplish essential duties; to lift, carry, push, and pull a variety of objects weighing between 5 and 50 pounds; and to have the finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

OTHER:

FLSA STATUS: Non- Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

**Park Maintenance Aide I
Supplemental Questionnaire**

The following questions comprise the supplemental questionnaire required to accompany applications for the position of Park Maintenance Aide I. A thorough review of questionnaires and applications will be conducted and at the conclusion of the review process, those applicants deemed most qualified will be invited to participate in the remainder of the examination process. Please limit your responses to one page for each question (maximum of one typed page each). Please submit your answers along with your District Application Form.

1. Please describe your past work history in basic methods of maintenance or related procedures.
2. Are you currently employed? If yes, why are you considering other employment opportunities? If not employed, why did you leave your last position?
3. What are your salary requirements?
4. What will you bring to the company?

I hereby certify that all statements made in the supplemental application are true and complete to the best of my knowledge.

Name

Date