



**Jurupa Area Recreation and Park District
Park Maintenance Worker I Job Description**

Job Description:

Job Title: Park Maintenance Worker I
Department: Maintenance
Reports To: Park Maintenance Manager
FLSA Status: Non-Exempt
Approved By: Board of Directors
Approved Date: December 13, 2018
Pay Rate: \$15.61 - \$19.02 / hour

SUMMARY

Under supervision, to perform a variety of semi-skilled grounds/building custodial maintenance and repair work; and to do other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following.

Perform routine grounds maintenance work.

Regularly collects trash and other rubbish for disposal

Mows and edges lawn area with power and hand tools.

Performs weed control and cleanup.

Performs basic field preparation and maintenance.

Performs basic repair and installation of sprinklers.

Performs a variety of building custodial and maintenance work.

Cleans and maintains restrooms, kitchen, offices and meeting rooms.

Wax and polish floors.

Keep facilities stocked with necessary supplies.

May be assigned to paint indoors and outside facilities.

Operates a variety of equipment including trucks, power mower/edger, weeding equipment and gardening/construction hand tools

May work with, and provide limited guidance to other assigned temporary help.

Other duties may be assigned.



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SUPERVISORY RESPONSIBILITIES

None, receives general supervision from higher level supervisory maintenance staff or higher level authority.

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/ GED and one year experience which would ensure the candidates can use and operate tools/equipment used in grounds and building maintenance.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to understand procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions: furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain a valid California Driver's License and valid auto insurance coverage. Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from date of hire. Must pass background check.

PHYSICAL 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently 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 depth perception, and ability to adjust focus.



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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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