

# Park Maintenance Specialist

## SALARY RANGE

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$34.91	35.78	36.37	38.51	40.43	42.46

### DESCRIPTION

The Park Maintenance Specialist functions as the on-site supervisor performing skilled work in property maintenance, alteration, and repair and provides lead supervision over the work being performed by Park Steward Assistants, Park Aides, and volunteers. This class may also act as Park Manager in the absence of a managing Park Steward.

### DISTINGUISHING CHARACTERISTICS

This is a permanent supervisory FLSA non-exempt classification in the employ of the Napa County Regional Park and Open Space District performing construction, repair and maintenance work at District facilities including maintenance of buildings, minor repairs to building and grounds and park equipment. Assignments cover the full spectrum of the building trades (e.g., carpentry, plumbing, electrical, masonry, locksmithing, painting, welding and window glazier) from rough to finished work.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Park Steward.

Assignments may include lead supervision of Park Steward Assistants, Park Aides, and Volunteers.

### EXPERIENCE AND EDUCATION

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

*Experience:*

Three or more years performing maintenance tasks including experience in carpentry, electrical and plumbing,

*Education:*

Completion of formal education equivalent to graduation from the 12th grade. Completion of college level courses desirable.

*License or Certificate:*

Possession of a current California Driver's License.

Possession of a valid certification in First Aid and CPR/AED is required within the first 12 months of employment. Failure to obtain this certification will be cause for termination of employment in this class.

**EXAMPLE OF DUTIES:**

*The following duties are typical for this classification. Incumbents may perform some or all of the listed duties and may be required to perform additional duties as assigned to address business needs and changing business practices.*

Monitor the construction, repair and installation of equipment and materials in park buildings to ensure proper maintenance is completed and safety standards are met.

Coordinate, assign and monitor the work activities of Park Steward Assistants, Park Aides, and Volunteers to ensure facility projects are completed in a timely manner.

Work in coordination with the Park Steward to establish priorities for daily and long-term assignments.

Keep automated and manual records of disbursement of inventories and maintain adequate stock of construction, repair and maintenance materials and equipment to ensure work can be completed in a timely manner.

Construct, repair and/or install rough and finished cabinets, bookcases, shelving, desks, framing, stairs, concrete forms, fencing and attendant hardware necessary to complete assigned projects.

Operate a variety of hand and power tools and specialized equipment including backhoe, dump truck, skid loader and forklift when needed to perform a particular construction or repair job.

Construct, repair and/or install flooring, ceilings, counter tops, glass and insulation to ensure facilities are in workable order.

Pour and finish concrete including sidewalks and equipment pads to ensure finished projects meet regulatory standards.

Lay blocks and ceramic tiles as needed to repair or finish building projects.

Patch walls, floors and ceilings using appropriate materials to ensure facilities are in working order.

Troubleshoot, repair and install a variety of electrical systems, equipment and fixtures to meet electrical code and safety requirements.

Inspect, repair and install a variety of lighting systems including incandescent, florescent, vapor and sodium lamps to ensure all work space and property is properly illuminated.

Install and repair photo cells, time clocks and electric locks to properly secure District property.

Install and repair plumbing and fixtures related to water distribution and waste disposal systems including cutting, threading and fitting plastic, metal and clay pipes to ensure proper functioning of park systems.

Perform periodic inspections of park grounds and facilities to determine operating condition and to correct deficiencies.

Implement and monitor application of the preventative maintenance tasks to ensure objectives of the prevention maintenance program are met.

Perform new construction as necessary to complete work assignment.

Direct and train other employees in the performance of park maintenance duties to ensure work is completed in a safe and acceptable manner.

Assist the Park Steward with cost estimates to ensure all expenses are captured.

Perform welding and machine work with metal as needed to complete assigned projects.

Check and maintain air flow and temperatures when requested to ensure proper ventilation of work spaces.

Respond to emergency situations that have been identified by staff and/or visitors.

Prepare and paint all types of surfaces in the course of completing assignments.

Prune trees and clear brush as needed to maintain a safe environment on District managed properties.

Use a personal computer to prepare required reports.

Maintain paper and automated inventory records to ensure information is available to all interested parties.

Contact necessary outside agencies to conduct routine building and safety inspections.

Performs other duties as assigned.

## **TYPICAL QUALIFICATIONS**

### **KNOWLEDGE OF:**

Tools, materials, and equipment used in the carpentry, painting, plumbing, electrical, and heating and air conditioning trades.

Methods and practices followed in the maintenance of tools, machinery, and equipment.

Safety and building codes as they relate to maintenance and repair of public facilities.

Safe work practices.

Methods used to estimate materials and cost of assigned projects.

Basic mathematical skills to perform cost and quantity calculations.

Computer operations and functions to complete required written reports.

General understanding of the requirements of the Americans with Disabilities Act regulations as they relate to facility accessibility.

### **SKILL TO:**

Use a variety of hand and power tools to complete the assignment.

Perform skilled work in the various building trades.

Estimate the scope of each work assignment.

Properly document completed work.

Inspect and evaluate the work of employees assigned to help complete projects.

Understand and follow written and oral instructions.

Train personnel in Park maintenance, minor repair and construction techniques.

Utilize various automated system programs to complete required written reports.

Delegate work assignments to Park Aides and volunteers based on skill-sets and the priority of the assignment.

Read and interpret building plans and blueprints.

Understand, interpret and explain regulations and policies governing facilities maintenance and operations in a public service agency.

Verbally communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Properly use common specialty hand and power tools associated with facilities and grounds maintenance projects.

Monitor and evaluate the work of others engaged in Park maintenance activities.

Maintain accurate records and document action-steps taken to complete projects.

Organize and prioritize work assignments.

Research regulations, procedures and/or technical references.

Secure cooperation and teamwork among assigned maintenance staff.

Recognize and respect limit of authority and responsibility and act within that mandate.

Oversee multiple projects and assignments.

Establish and maintain effective working relationships with others contacted during the course of performing Park maintenance responsibilities.

Remain flexible in adapting to changes in priorities, assignments and other interruptions which may impact pre-established timelines and courses of action for completing projects.

**ABILITY TO:**

Perform heavy manual labor associated with Park construction and maintenance tasks which may include lifting objects weighing up to 60 pounds.

Perform tasks which include the full range of body movements involving reaching, bending, grasping and climbing.

Work outdoors in all types of weather conditions and may also be required to work in or around hazardous conditions.

Smell and detect smoke and potentially hazardous chemicals and gases.

Work evening, holiday and weekends hours.

Carry a cell phone and respond to emergency situations on off-duty hours.

Travel to different sites and locations within the District.

**NOTE:**

The individual(s) chosen for hire must be able to pass a criminal background check. A District medical examination may additionally be required.

**The Napa County Regional Park and Open Space District is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.**