



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: OPEN SPACE MAINTENANCE TECHNICIAN I AND II

DIVISION: Recreation	CLASSIFICATION CODE: Technician I-7473
REPORTS TO: Ranger/Naturalist Supervisor	Technician II-7574
DATE ADOPTED: April 13, 2005	FLSA STATUS: Non-Exempt

POSITION SUMMARY:

Under general supervision, performs a broad range of duties in maintaining trail systems, open space and recreational open space park facilities.

DISTINGUISHING CHARACTERISTICS:

Open Space Maintenance Technician I:

This is the first level classification in the open space maintenance series. Persons in this class generally perform routine open space maintenance under general supervision. The distinction between this level and other levels of open space maintenance workers is based upon the level and complexity of duties performed and the degree of supervision received and exercised.

Open Space Maintenance Technician II:

This is the second level classification in the open space maintenance series. This class is distinguished from the Open Space Maintenance I position in that incumbents are assigned tasks which require the application of a more advanced skill or specialized knowledge of the equipment and procedures used in open space park maintenance. Employees at this level perform duties without close supervision, often working alone, receiving instruction or assistance from the Park Ranger as new or unusual situations arise, and are fully aware of operating procedures and policies. Persons in this class generally direct/lead the work of persons in the Open Space Maintenance I classification. The work of this persons in this class are directed by the Park Ranger and persons in the Open Space Maintenance II class aid the Ranger in the planning and scheduling of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains trails and bike paths: mows firebreaks, clears vegetation and trees, applies cold patches to paved trails, maintains drainage systems, trail bridges, culverts, retaining walls, fences and gates using equipment and tools such as weed cutters, blowers, medium to heavy trucks, shovels, picks, hoes, and rakes.
2. Performs resource management maintenance duties including re-vegetation, erosion control, and wildlife area enhancement.
3. Identifies and removes nonnative plants.
4. Plants and prunes trees, shrubs, groundcover and flowers in landscaped areas, using equipment and tools such as chain saws, shippers, shovels, shears, loppers, aerial lift truck.

5. Enforces fire prevention policies; maintains park areas to reduce fire hazards; assists in wild land fire suppression duties.
6. Inspects field sites and vegetation for disease and pest activity; implements control procedures.
7. Prepares and applies pesticides and rodent control agents as required by integrated pest management, in an environmentally safe manner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Employees are required to perform tasks requiring a relatively high degree of physical strength and endurance, stand and walk for long periods of time, reach above and below waist level, have bodily movement adequate to climb, stoop, kneel, crawl, crouch and traverse rough uneven terrain, safely lift and carry objects weighing up to 50 pounds, push and pull mowers and other equipment; communicate clearly in person, by telephone and by radio; have vision adequate to read fine print and visually identify diseases and pests; have manual dexterity to safely use equipment and tools. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MINIMUM QUALIFICATION REQUIREMENTS:

Open Space Maintenance Technician I:

Education and Experience: One (1) year of recent paid experience in open space maintenance, Grounds keeping or a related field.

and

Licenses and Certifications: Possession of a Class C California Driver's License and a satisfactory driving record at time of appointment. Possession and maintenance of a Class B California Driver's license, Standard First Aid and Certificate in Professional Rescuer CPR before completion of the six (6) months probationary period.

Possession of a Class A California Driver's license and California Department of Pesticide Regulations Qualified Applicator's Certificate, Category B, are desirable.

Open Space Maintenance Technician II:

Education and Experience: Two (2) years of recent paid experience in Open Space maintenance, grounds keeping or a related field.

and

Licenses and Certifications: Possession of a Class C California Driver's License and a satisfactory driving record at time of appointment. Possession and maintenance of a Class A California Driver's license, Standard First Aid, Certificate in Professional Rescuer CPR, and Basic Wild Land Firefighting course before completion of the six (6) months probationary period.

Possession of a California Department of Pesticide Regulations Qualified Applicator's Certificate, Category B, and First Responder First Aid, are desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- open space resource management;
- integrated pest management procedures, basic plant identification and routine care;

- uses of vehicles, equipment, materials, power and hand tools used for the purpose of open space and recreation facility maintenance;
- basic knowledge of electronics (needed to maintain parking machines);
- common safety practices and procedures;
- common safety hazards to be identified;
- use and maintenance of protective clothing and equipment;
- plant, pest, and disease identification and control;
- standard building and grounds maintenance techniques;
- proper procedures for handling toxic materials;
- basic installation and repair of manual and automatic irrigation systems.

Ability to:

- Perform routine tasks associated with the maintenance of grounds and facilities;
- maintain simple records;
- lift 50 pounds;
- understand and follow oral and written instructions;
- safely drive vehicles and equipment in the parks and on the street;
- read and understand product labels;
- maintain cooperative relationships with those contacted in the course or work;
- work without direct supervision;
- make arithmetic calculations;
- perform rough carpentry work;
- take appropriate safety precautions in the performance of job duties;
- work odd and irregular hours, including weekends and holidays;
- acquire a thorough knowledge of district rules and regulations, fire standards and procedures of enforcement.
- build, maintain and repair benches, gates, fencing, signs, facilities (i.e., floorboards, steps, screens, shutters) and small concrete foundations using tools such as saws, drills;
- maintain tools and equipment such as: shovels, rakes, hoes, chain saws and Indian pumps;
- rake, gather, load and haul refuse and cut vegetation from trails and trash cans;
- cleans, stock, and maintain restroom facilities
- repair and adjust automatic and manual water distribution and irrigation systems in landscaped park, facilities;
- inspect, programs, and adjust irrigation system timer clocks according to season and weather conditions;
- participate in fire fighting activities: clear the park of visitors and ensure that embers are extinguished;
- load, unload, and operate truck to transport maintenance supplies, materials and equipment;
- may drive, operate and transport Class A vehicles and equipment;
- set up and break down park facilities for routine use or special events; provide general assistance to event coordinators and community groups;
- maintain simple records of activities and logs of maintenance and repair, as requested or required by regulations;

- respond to questions and comments from the public and communicates District policy, rules and regulations;
- present status report to Ranger staff on current project status and requests for assistance;
- attend trainings, workshops, and classes related to job duties. May conduct personnel training on proper and safe use of equipment.
- may participate in the determination of open space maintenance needs such as personnel, equipment and supplies in the planning and scheduling of work activities;
- may direct the work of contractors, inspecting work and ensuring accurate and safe completion of projects;
- may act as working leader of volunteers, seasonal employees and court-assigned worker crews, overseeing and coordinating work;
- performs related work as required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of these positions. Employees in these positions will typically perform the majority of their duties and responsibilities in an outdoor environment and be exposed to varying climatic conditions. Employees may perform work alone or as part of a team; be assigned duties at various site locations; be subject to call out, or work a varying work week. Employees may be exposed to: varying noise levels; dust, fumes, pollens, pesticides, herbicides, fertilizers, and rodent control agents. The employee may perform work on slippery or uneven surfaces, on ladders or scaffolding, around moving vehicles and equipment and equipment with moving parts. Employees will be required to wear a uniform and appropriate safety apparel and equipment.