



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
Robert Briseno
Gary Salvadori
Sheryl Pannell Lea
Ron C. Bowen
Adjoa Mcdonald

General Manager
Gabriel Lanusse

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In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

Policies and Personnel Committee Directors: Pannell Lea and Briseno

**Agenda
Monday, April 12, 2021
10:00am**

**Due to Solano County and the State of California's shelter in place orders our
Committee Meetings will be held remotely via Zoom Meetings**

<https://zoom.us/join>

**You may also call in at +1 669 900 9128 US
Meeting ID: 4425425788 Password: 1944**

- 1. Discuss Facilities and Parks Supervisor Recruitment and Future Staffing Plans**
- 2. Discuss Classification Study, Job Descriptions, Title Changes for IBEW Represented Staff**
- 3. Offering Voluntary Retirement Incentive Options for IBEW and SEIU Represented Staff**

Next Meeting: May 10, 2021

Mission Statement:

Building community and enhancing quality of life through people, parks, and programs.

Website: www.gvrd.org

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

~~This position is responsible for performing maintenance on sidewalks, pathways, parking lots, and parks, including performing custodial duties, spraying herbicide, repairing irrigation systems, completing playground inspections, and operating heavy equipment. This is the entry level class in the Maintenance Worker series. Performs a variety of semi-skilled and skilled tasks assisting in the construction, repair and maintenance of buildings, parks including general maintenance of community centers, office and park infrastructure.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Operates~~ Operates construction and maintenance equipment and power tools including, ~~but not limited to,~~ backhoe, grader, and jack hammer. ~~;~~ Operates mowers, edgers, and pruners. ~~;~~ m
- Maintains hand and power tools and assigned equipment. ~~;~~ pPerforms preventive maintenance on equipment.
- Utilizes s proper safety precautions related to all work performed.
- ~~Performs maintenance, repairs for facilities and park infrastructure. Primary assignment facility, construction and park infrastructure including community centers, offices, playgrounds and restrooms~~ May be assigned to perform any combination of routine tasks of parks, parkways, athletic fields and trails.
- ~~Perform maintenance for facilities and parks; clean and maintain restrooms.~~
- ~~Inspect walls, play areas and picnic areas for graffiti and vandalism; homeless camp activity and illegal dumping; remove/repair as needed.~~
- ~~Advise lead maintenance worker.~~ Inspects s play equipment for broken structures and safety hazards as assigned. ~~;~~ pPerform repairs as needed.
- ~~Ability to change HVAC filters.~~
- Performs maintenance, replacement for facilities, and parking lot lighting.
- Performs maintenance and repairs on building electrical, plumbing, and painting.

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- Perform maintenance, repairs on pathways, sidewalks, and parking lots.
- Performs custodial duties, as needed.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency
- One (1) to three (3) years' experience in general construction and maintenance
Graduation from High School or GED equivalent
- ~~Minimum one year experience performing maintenance or construction work is desirable.~~
- ~~Some general experience in use of tools and equipment.~~

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- ~~Custodial building maintenance is desirable.~~
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Possession of Class C license, Class B is desirable, Possession of CPO or AFO within 18 mos. of date of hire, 16 hours of job related education every 2 years after passing probation, MW-Facilities in house promotion will need to pass basic proficiencies and acquire certificates related to position

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Methods and techniques of general construction, maintenance and repair related to the area of work assigned-
- Operational characteristics of mechanical equipment and tools used in the area of work assigned-
- Basic electrical, plumbing, carpentry and painting-
- Basic concepts of concrete and asphalt workwork
- Safety procedures and protocols
- Cleaning equipment and chemicals

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker I
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FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Learn to perform a variety of maintenance, construction and repair work in the area of work assigned.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- ~~Perform a variety of manual tasks for extended period of time and in unfavorable weather conditions.~~
- ~~Perform heavy manual labor.~~
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment			X

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases			X
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & 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.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *heavy physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____

Date: _____

**Greater Vallejo Recreation District
Job Description**

Classification Title	Facilities Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Date created	12/10/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for completing semi-skilled maintenance tasks (minor electrical, plumbing, carpentry, and painting) in the operation and repair of District facilities, as well as performing custodial duties of facilities. This is the entry-level class in the Maintenance Worker series. Performs a variety of semi-skilled and skilled tasks assisting in the construction, repair and maintenance of buildings, parks including general maintenance of community centers, office and park infrastructure.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Operates construction and maintenance equipment and power tools including, ~~but not limited to,~~ backhoe, grader, and jack hammer. ~~;~~ Operates mowers, edgers, and pruners. ~~;~~ m
- Maintains hand and power tools and assigned equipment. ~~;~~ pPerforms preventive maintenance on equipment.
- ~~Utilize proper safety precautions related to all work performed.~~
- ~~Primary assignment facility.~~ Oversees construction and park infrastructure including community centers, offices, playgrounds and restrooms. May be assigned to perform any combination of routine tasks of parks, parkways, athletic fields and trails.
- Performs maintenance for facilities and parks. ~~;~~ elCleans and maintains restrooms.
- ~~Inspect walls, play areas and picnic areas for graffiti and vandalism; homeless camp activity and illegal dumping; remove/repair as needed.~~
- Assists in overseeing projects and provides Aadvice to the llead maintenance worker.
- Inspects play equipment for broken structures and safety hazards as assigned. ~~;~~ pPerforms repairs as needed.
- ~~Ability to change HVAC filters.~~ Schedules equipment and vehicles for repairs and
- maintenance. Assesses technical requirements needed to make repairs or modifications. Troubleshoots to perform necessary repairs. Orders parts.

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- Prepares reports on operations and inspections.



- PePerforms related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- 6 months+ training beyond High School
- ~~One (1) to three (3) years' experience in general construction and maintenance~~
~~Graduation from High School or GED equivalent.~~
- ~~Minimum one year experience performing maintenance or construction work is desirable.~~
- ~~Some general experience in use of tools and equipment.~~
- ~~Custodial building maintenance is desirable.~~
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Possession of Class C license, Class B is desirable, Possession of CPO or AFO within 18 mos. of date of hire, 16 hours of job related education every year after passing probation

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- ~~Principles and practices of basic bookkeeping~~
- Modern office procedures, methods and computer equipment
- Methods and techniques of general construction, maintenance and repair related to the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- Basic electrical, plumbing, carpentry and painting.
- Basic concepts of concrete and asphalt work
- Occupational hazards and safety practices

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

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Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

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Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Learn to perform a variety of maintenance; construction and repair work in the area of work assigned.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- ~~Perform a variety of manual tasks for extended period of time and in unfavorable weather conditions.~~
- ~~Perform heavy manual labor.~~
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read and interpret blueprints and schematics

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		<u>X</u>	
Outdoor environment			<u>X</u>
Street environment (near moving traffic)			<u>X</u>
Construction site		<u>X</u>	
Confined space		<u>X</u>	
Vehicle			<u>X</u>
Warehouse environment	<u>X</u>		
Shop environment			<u>X</u>
Other	<u>X</u>		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		<u>X</u>	
Individuals with known violent backgrounds	<u>X</u>		
Extreme cold (<i>below 32 degrees</i>)	<u>X</u>		
Extreme heat (<i>above 100 degrees</i>)	<u>X</u>		
Communicable diseases	<u>X</u>		
Moving mechanical parts		<u>X</u>	
Fumes or airborne particles	<u>X</u>		
Toxic or caustic chemicals, substances or waste	<u>X</u>		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	<u>X</u>		

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

WORKING CONDITIONS & 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.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *heavy physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____

Date:_____

**Greater Vallejo Recreation District
Job Description**

Classification Title	Facilities Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Date created	12/10/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Lead Maintenance Worker
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for completing skilled maintenance, purchasing parts, planning maintenance activities, scheduling repairs, and supervising maintenance staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Oversees the work of assigned staff. Provides guidance and delegates tasks.
- Contacts vendors, contractors, public agencies, and the public to confer on maintenance activities.
- Schedules equipment, sport field, and vehicle maintenance.
- Orders and purchases parts needed to complete maintenance activities.
- Attends a variety of trainings and meetings.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instructing, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

Greater Vallejo Recreation District Job Description

Classification Title	Lead Maintenance Worker
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency
- Three (3) to five (5) years' experience in facility construction and maintenance or as a licensed contractor
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Valid Class appropriate drivers license
- QAC recommended

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Landscape maintenance, irrigation, and planting
- Equipment operation and repair

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships

Greater Vallejo Recreation District Job Description

Classification Title	Lead Maintenance Worker
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Leadership

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment			X
Shop environment			X
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds			X

Greater Vallejo Recreation District Job Description

Classification Title	Lead Maintenance Worker
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & 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.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *medium physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

Greater Vallejo Recreation District Job Description

Classification Title	Lead Maintenance Worker
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____

Date: _____

Date created	12/13/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Specialist
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for completing skilled maintenance tasks (electrical, mechanical, structural) in the operation and repair of District facilities, troubleshooting equipment, managing projects completed by contractors, and scheduling repairs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Maintains and repairs plumbing, electrical, mechanical, and structural building components.
- Acts as liaison for the district on small scale contracted projects.
- Oversees proper chemical balance for pool. Ensures pool functions properly and makes repairs, as needed.
- Acts as lead worker. Provides guidance to lower level staff.
- Oversees scheduling of tasks and ensures availability of staff.
- Responds to emergencies, as needed.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instructing, and work assignments.

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Specialist
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency
- Three (3) to five (5) years' experience in facility construction and maintenance, including plumbing, electrical, mechanical, and structural repairs
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Valid Class C license, Possession of or ability to obtain Class B license, Certified Pool & Spa Operator (CPO) or Aquatic Facility Operator (AFO) Cert within 6 mos. of end of probation, CPR& First Aid within 6 mos. of end of probation, QAC Residential/Institutional within 3 years of hire

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Specialist
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Basic plumbing, electrical, mechanical, and carpentry work
- Current building codes
- Pools and chemicals associated
- County hazardous material codes

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Using a variety of hand and power tools

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Read and interpret plans and construction documents

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Specialist
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space		X	
Vehicle			X
Warehouse environment		X	
Shop environment			X
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Specialist
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

WORKING CONDITIONS & 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.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *medium physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Specialist
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____

Date: _____

**Greater Vallejo Recreation District
Job Description**

Classification Title	Maintenance Specialist
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Date created	12/14/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Irrigation Specialist/Lead Worker
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

~~This position is responsible for fixing broken irrigation, installing new irrigation, and irrigation clocks, managing a budget for irrigation, ordering parts for equipment and repair equipment, and working with vendors to hook up and trouble shoot irrigation clocks and repairs of playground equipment. To ensure irrigation system is properly maintained and operation at peak efficiency, Irrigation Specialist will design, perform installation, modification and maintenance of irrigation and sprinkler in parks and other properties owned and operated by the Greater Vallejo Recreation District.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Repairs, replaces, adjusts, assesses, modifies and performs preventative maintenance on sprinkler systems, components, and automatic controllers; ~~install and connect low voltage wiring.~~
- Programs, adjusts, and repairs automatic irrigation systems; ~~e~~Cleans out irrigation lines and valves.
- Designs, draws, and installs irrigation systems; ~~clean out irrigation lines.~~
- Assembles and installs a variety of metal and non-metal pipes and fittings; ~~T~~ests pipe systems for leaks.
- ~~Work with 110/120 volt wiring/ maintain wiring and connections of irrigation electrical systems.~~
- ~~Perform calculations to assure correct ratios of pipe nozzle size to water pressure output per irrigation demand.~~
- Makes labor and material estimates for repairs; ~~O~~rders equipment and supplies.
- ~~Respond to emergency requests for irrigation repair during and after work hours.~~
- Assists in the ~~Construction Inspectors in the~~ inspection of irrigation system installations.
- Prepares and presents an annually water conservation plan.

Greater Vallejo Recreation District Job Description

Classification Title	Irrigation Specialist/Lead Worker
Job Code	
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Salary Grade	
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- Reviews and interprets project scope, work plans, and specificationss; Reads blueprints, schematicss, and shop drawings.
- -Maintains log for daily reports.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instructing, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency

Greater Vallejo Recreation District Job Description

Classification Title	Irrigation Specialist/Lead Worker
Job Code	
FLSA Status	Non-Exempt
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Reports To	

- ~~Three (3) to five (5) years' experience with irrigation installation and equipment repair~~ Equivalent to the completion of twelfth grade is required. Additional training in maintenance and constructions is desirable.
- ~~Three years of extensive knowledge in irrigation system installation, maintenance and repairs of parks or landscape areas irrigation systems.~~
- ~~Experience on water conservation.~~
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Valid CA drivers license, possession of or ability to obtain water auditor certification

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Characteristics and qualities of products of major manufactures of irrigation system parts.
- Electric, automatic and manual sprinkler system installation, maintenance and repair.
- Irrigation systems and basic hydraulics as related to flow rates, pipe sizes, and water pressure.
- Use of power and hand tools and other irrigation maintenance equipment; ~~electronic equipment.~~
- ~~Blueprints, schematics and shop drawings.~~
- Basic electronics as applicable to irrigation system controls and controllers.
- ~~Basic mathematics.~~
- ~~Safe work procedures.~~
- ~~Public contact skills.~~
- Landscape plant identification and maintenance practices;

Greater Vallejo Recreation District Job Description

Classification Title	Irrigation Specialist/Lead Worker
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Reports To	

- Operational characteristics of mechanical equipment and tools used in parks and grounds maintenance and construction;
- ~~Principles and practices of effective employee supervision, including selection, training, motivating, performance evaluation, and discipline;~~
- ~~Computer applications related to area of responsibility including the Microsoft Office Suite;~~
- Occupational hazards and standard safety practices

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Leadership

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- ~~Visually inspect and critique irrigation system installations.~~
- Troubleshoot irrigation and sprinkler system maintenance problems.
- Estimate labor and materials, order equipment, parts and supplies.
- Use sprinkler system tools and materials competently and safely.
- Draw and design irrigation systems.
- Read and interpret blueprints, schematics, and shop drawings.
- Maintain written records.
- Follow oral and written directions.
- ~~Ability to interact professionally with all customers, employees and those from external public agencies.~~
- ~~Perform skilled maintenance, Construction, and repair work for assigned areas.~~

Greater Vallejo Recreation District Job Description

Classification Title	Irrigation Specialist/Lead Worker
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FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- ~~• Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.~~
- ~~• Plan, supervise, organize, review and evaluate the work of others;~~
- ~~• Manage multiple tasks, often with competing priorities and demands, and keep track of all assignments and deadlines;~~
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with those contacted in the course of work.
- ~~• Ability to work efficiently with minimal supervision.~~
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site		X	
Confined space		X	
Vehicle			X
Warehouse environment			X
Shop environment			X
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds			X
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	

Greater Vallejo Recreation District Job Description

Classification Title	Irrigation Specialist/Lead Worker
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Communicable diseases			X
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & 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.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *medium physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

Greater Vallejo Recreation District Job Description

Classification Title	Irrigation Specialist/Lead Worker
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____

Date: _____

Date created	12/12/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

~~This position is responsible for completing semi-skilled maintenance tasks (minor electrical, plumbing, carpentry, and painting) in the operation and repair of District facilities, as well as performing custodial duties of facilities. Under general supervision assist full-time maintenance crew in all aspects of grounds and facility maintenance in assigned area; perform a variety of minor repairs including irrigation systems, buildings and ball fields, perform routine maintenance to equipment; and perform a variety of technical tasks as directed.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Assists full-time maintenance crew in all aspects in the maintenance~~ of park, facilities and buildings maintenance as directed.
- Maintains landscaping in District parks, grounds and buildings using a variety of hand and power tools. ~~p~~Prunes shrubs and trees; ~~and~~ mows and edges lawns and fields as directed.
- Performs minor repairs on irrigation system. ~~d~~Digs holes to expose irrigation pipe ~~and makes~~; repair as needed.
- Cleans park grounds, buildings and facilities. ~~e~~Clean restrooms, offices and empty trash receptacles. ~~h~~Hauls trash and debris as directed.
- ~~Routinely i~~nspects walls, sidewalks and play equipment for graffiti and removes as directed.
- Inspects play equipment for unsafe structures and hazards. ~~r~~Repairs as necessary ~~of r~~ refers to supervisor.
- Prepares baseball and softball fields in advance of games, including watering, dragging the infields, and chalking appropriate lines. ~~s~~Sets out bases; cleans dugouts and bleachers, and empties trash.
- Performs turf maintenance functions on turf areas including mowing, fertilizing, aerating topdressing, and ~~over~~sseeding as directed.
- Performs routine maintenance on work trucks. ~~w~~Washes and details trucks.

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
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Reports To	

~~• Work day or evenings hours and assigned weekends and holidays.~~

- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency
- ~~One (1) to three (3) years' experience in general construction and maintenance~~
Graduation from High School or equivalent
- ~~Some general maintenance experience performing similar maintenance work within park, landscaped areas and building facilities is desirable.~~
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
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Reports To	

- Possession of Class C license, Class B is desirable, Possession of pesticide applicator cert (QAC) within 18 mos. of date of hire, MW-Parks in house promotion will need to pass basic proficiencies and acquire certificates related to position

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Basic methods and techniques of general construction, grounds maintenance and custodial work-
- Basic operational characteristics of mechanical equipment and tools used in the area of work assigned-

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Learn to perform a variety of maintenance, construction, custodial and repair work in the area of work assigned-
- Learn fertilizer composition and application, plant identification, care, pruning, and maintenance practices-
- Learn mowing techniques and operation of a variety of vehicular and stationary mechanical equipment in a safe and effective manner-

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- ~~Perform heavy manual labor and a variety of manual tasks for extended periods of time and in unfavorable weather conditions.~~
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- ~~Maintain mental capacity, which allows for effective interaction and communication with others.~~
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment		X	
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & 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.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *heavy physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____

Date: _____

Date created	12/14/2020
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**Greater Vallejo Recreation District
Job Description**

Classification Title	Parks Maintenance Worker I
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Dates revised	
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Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for performing maintenance on sidewalks, pathways, parking lots, and parks, including performing custodial duties, spraying herbicide, repairing irrigation systems, completing playground inspections, and operating heavy equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Operates a variety of heavy equipment, including backhoe, tractor, zero turn mower, triplex mower sand pro, boom truck, and flail mow deck.
- Maintains irrigation systems to ensure proper operating efficiency. Observes irrigation for abnormal conditions.
- Maintains landscaping in District parks, grounds, and buildings using a variety of hand and power tools. Prunes shrubs and trees and mows and edges lawns and fields as directed.
- Performs minor repairs on irrigation system. Digs holes to expose irrigation pipe and makes repair as needed.
- Cleans park grounds, buildings and facilities. Clean restrooms, offices and empty trash receptacles. Hauls trash and debris as directed.
- Inspects walls, sidewalks and play equipment for graffiti and removes as directed.
- Inspects play equipment for unsafe structures and hazards. Repairs as necessary or refers to supervisor.
- Prepares baseball and softball fields in advance of games, including watering, dragging the infields, and chalking appropriate lines. Sets out bases, cleans dugouts and bleachers, and empties trash.
- Performs turf maintenance functions on turf areas including mowing, fertilizing, aerating topdressing, and seeding as directed.
- Performs related work as required.

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- 6 months+ training beyond High School
- One (1) to three (3) years' experience in general construction and maintenance
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Possession of Class C license, Class B is desirable, Possession of pesticide applicator cert (QAC) within 18 mos. of date of hire, possession of Playground Inspection Auditors Certificate desirable

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Laws and regulations of pesticide application
- Safety precautions and protocols
- Basic methods and techniques of general construction, grounds maintenance and custodial work
- Basic operational characteristics of mechanical equipment and tools used in the area of work assigned

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- The use of hand and power tools
- Troubleshooting

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform maintenance and repair on heavy equipment
- Perform a variety of maintenance, construction, custodial and repair work in the area of work assigned
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
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Reports To	

- Understand and follow oral and written instructions
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases			X
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

WORKING CONDITIONS & 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.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *heavy physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Greater Vallejo Recreation District Job Description

Classification Title	Parks Maintenance Worker II
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____

Date: _____

Date created	12/14/2020
Dates revised	