



JOB DESCRIPTION

P/T MAINTENANCE WORKER IV - BUILDINGS

THE POSITION

Under the supervision of the Sr. Maintenance Supervisor – Buildings, the position performs a variety of tasks related to the custodial care and maintenance of District buildings, picnic areas, classrooms, and special event facilities located at various park sites. This position works a 32 hours per week in a day or evening shift. Hours and schedule may vary, and include weekends and/or holidays.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Cleaning and maintaining orderly appearance of District facilities, including public restrooms, picnic areas, classrooms and special event facilities located at various park sites.
- Minor building and equipment maintenance and repair.
- Moving furniture and equipment.
- Setting up and breaking down rooms used for classes, meetings and events.
- Assisting departmental and interdepartmental staff with minor tasks.
- Cleaning and servicing vehicles.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires a minimum of one year of building maintenance or related experience. Must have a basic understanding of building cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities; knowledge in the safe use of cleaning products and chemicals. Requires the ability to read and understand written instructions; use good judgment in carrying out written or oral instructions; operate mechanical cleaning devices.

License / Certification: Graduation from high school or equivalent, a valid California driver's license and a good driving record are required.

PHYSICAL ACTIVITY REQUIREMENTS

Position requires standing or walking 70% of the time or more; frequent lifting and carrying loads to 60 pounds and occasional pushing/pulling loads to 60 pounds; occasional lifting to 100 pounds; frequent bending, kneeling/squatting, reaching overhead/stretching, climbing stairs, working on rough or uneven terrain; occasional crawling; frequent climbing of ladders, and the necessary dexterity for handling and operating equipment. This position may require the operation of some or all of the following equipment: vacuums, waxing machine, shampooing machine, various hand tools (drills, saws, etc.), and District vehicles.



Employment Opportunity

P/T MAINTENANCE WORKER IV - GROUNDS

(\$14.46-\$16.74/hr.)

(non-exempt)

THE POSITION

Under general direction from the Full-time Grounds Maintenance Supervisor, Crew Leader, or Groundskeeper I or II, the Part-time Maintenance Worker IV performs a variety of skilled and semi-skilled tasks related to the care and maintenance of park grounds and related building facilities, as assigned. This position involves work related to park maintenance, improvement and development. This position works 32 hours per week. The work shift start time typically will be either 6:30 a.m. or 7 a.m., and this position may also be scheduled to work weekends and/or holidays.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Operation of various power mowing and edging equipment
- Pest and weed control spraying
- Application of various fertilizers
- Weeding and pruning
- Minor sprinkler system repair
- Landscape installation
- Ball field preparation
- Equestrian and trail maintenance
- Graffiti and trash removal
- Cleaning and upkeep of park building facilities (restrooms)

The position may perform minor maintenance of the equipment used and other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires a minimum of one (1) year of grounds maintenance or related experience; adequate proficiency in reading, understanding, and speaking basic English; level of knowledge, skill and ability in the area of grounds maintenance that allows this person to make a meaningful contribution towards the District's goal of providing well-maintained parks to the community; ability to be an excellent member of the team and also to work independently; ability to sustain an acceptable level of productivity.

License / Certification: Graduation from high school or G.E.D. equivalent, a valid California driver's license and good driving record required. At time of interview, applicant must provide a Motor Vehicle Report (MVR) (dated within the last 30 days) from the Dept. of Motor Vehicles, and a copy of diploma or GED certification. A CA Certified Applicator's Certificate is desired.

PHYSICAL ACTIVITY REQUIREMENTS

Position will require standing or walking 70% of the time or more; occasional to frequent bending, kneeling, squatting, reaching overhead or stretching and working on uneven terrain. There will be occasional crawling or climbing ladders and/or stairs; some lifting of 100 pounds or more and occasional to frequent lifting, carrying, pushing/pulling loads of 0-100 pounds; frequent handling and dexterity. This position will require the operation of some or all of the following equipment: power mowers, edgers, blowers, weed eater, tractor, rototiller, sprayer, chain saw, stump grinder, trencher, and District vehicles.

SELECTION PROCESS

A fully completed, signed and dated original of a District Application is required in order to apply. The form is available for downloading at our website, www.rsrpd.org, or may be obtained from the District's Main Office. A resume is not required but may be attached to your completed application packet. Please submit your application packet to: Attn: Human Resources, Rancho Simi Recreation and Park District, 1692 Sycamore Drive, Simi Valley, CA 93065.

The District will review submitted applications as they are received. Applicants whose qualifications are evaluated as best suited for meeting the job requirements and needs of the District will be invited to an interview.

FINAL FILING DATE

Position is **Open Until Filled**; apply immediately.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.

rev. 12/15



JOB DESCRIPTION

P/T MAINTENANCE WORKER IV – COMMUNITY CENTER

THE POSITION

Under direction of the Recreation Supervisor II or Recreation Coordinator, the position is responsible for the physical set up and tear down of equipment used for facility classes / events / rentals and for light clean up of the facility. The position also monitors events and facility rentals, and may perform clerical work. The work schedule and hours will vary. A work schedule may begin as early as 6:00 a.m. or end as late as 2:00 a.m.

EXAMPLE OF DUTIES

The essential functions of the job include, but are not limited to:

- Setting up and breaking down rooms (furniture, equipment, etc.) used for classes, meetings, private parties, and other special events, and maintaining their cleanliness during the events.
- Light cleaning of facility lobby, multipurpose rooms, restrooms, kitchen, gymnasium, office/reception area, and other areas before, during and after facility use to ensure a clean and orderly appearance. This may include sweeping, mopping, vacuuming, removing trash, and other related tasks.
- Monitoring events and facility rentals, including directing participants, permit holders and vendors to appropriate rooms and other facility areas.
- Answering the phones, meeting the public and responding to inquiries with tact and courtesy.
- Maintaining complete and accurate reports / records.
- Operating office machines, including copier and computer.
- Opening and closing facility, including unlocking/locking doors, operating alarm system and lights.
- Minor building and equipment maintenance and repair.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills, and Abilities: Requires a minimum of one (1) year of building maintenance or related experience. Basic understanding of building cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities. Knowledge of safe use of cleaning products and chemicals. Ability to read and understand written instructions, use good judgment in carrying out written or oral instructions. Ability to operate general office equipment and mechanical cleaning devices.

License / Certification: Graduation from high school or equivalent required. Must possess a valid California driver's license and demonstrate a good driving record. At time of interview, applicant must provide a Motor Vehicle Report (not more than 30 days old) from the Dept. of Motor Vehicles and a copy of diploma or GED certification.

PHYSICAL ACTIVITY REQUIREMENTS

Position will require standing or walking 90% of the time or more; some to occasional lifting, carrying and pushing or pulling loads to 60 pounds; occasional lifting to 100 pounds; frequent bending, occasional kneeling/squatting, climbing stairs/ladders, crawling, working on rough or uneven terrain, some reaching overhead/stretching and the necessary dexterity for handling and operating equipment. This position may require the operation of some or all of the following equipment: vacuums, waxing machine, shampooing machine, various hand tools (drills, saws, etc.), and District vehicles.

APPLICATION / SELECTION PROCESS

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07/16