

# Olivehurst Public Utility District



## Agenda Item Staff Report

**Meeting Date: January 21, 2021**

**Item description/summary: Park Maintenance Coordinator position**

Our existing Park Maintenance Coordinator is interested in lateraling into the open Water Treatment Plant Operator position, as he meets all the minimum requirements. This would then leave his position vacant. The position is also crucial to District operations. This position requires having a State of California Public Pool Operator Certification and a California Commercial Applicator Certificate.

### **Fiscal Analysis:**

This is already a budgeted position.

### **Sample Motion/Staff Recommendation:**

Consider authorizing opening the Park Maintenance Coordinator position and then filling said position via District policies – D/A

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

**OLIVEHURST PUBLIC UTILITY DISTRICT**  
**PARKS MAINTENANCE COORDINATOR**

**DEFINITION**

Under general direction, coordinates and performs activities related to the maintenance, repair, and development of District parks, grounds, plantings, and recreational areas and facilities.

**EXAMPLE OF DUTIES**

- Plans, assigns, and coordinates the work of staff performing a variety of park maintenance.
- Plants, waters, mow, weeds, edges, trims, renovates, and fertilizes turfs.
- Plants, transplants, stakes, removes, fertilizes, weeds, cultivated, prunes, waters and sprays plants, flowers, shrubs, and trees.
- Cleans walks and other facilities.
- Operates computerized irrigation controls.
- Loads and unloads trucks of refuse, trimmings, soil, sand, bark, rock, etc.
- Operates trucks, tractors, power mowers, edgers, and other power equipment and hand tools.
- Cleans and maintains playgrounds, swimming pool, restrooms, and buildings.
- Replaces broken and worn parts, paints and performs other maintenance and repair work on park and recreation equipment.
- Performs basic maintenance work in keeping equipment, tools, and other supplies in proper condition.
- Removes, installs, and constructs park and recreation facilities and equipment.
- Participates in removing, topping, pruning, and trimming trees, and uses hand and power saws and other equipment to cut up branches and remove tree trimmings and stumps.
- Trains and supervises others in the proper use and handling of pesticides.
- Review and approval of timecards
- Ordering, inventorying, and planning for supplies and equipment.

## **DESIRABLE QUALIFICATIONS**

Knowledge of:

- Building and grounds maintenance practices and procedures.
- Landscape maintenance materials.
- Safe use, purpose, and maintenance of hand and power tools and power equipment.
- Swimming pool materials, maintenance, and practices.
- Proper recreational equipment materials, maintenance, and practices.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Maintaining accurate records and files.

Ability to:

- Follow both written and oral instructions.
- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Meet and respond to the public in a positive manner.
- Work closely with organizations, groups, and individuals.
- Establish and maintain effective working relationships with co-workers and the general public.
- Safely drive and operate vehicles and equipment.
- Safely operate hand and power tools.

## **JOB QUALIFICATION REQUIREMENTS**

### **Minimum Requirements:**

- High School diploma or equivalent.
- State of California Public Pool Operator Certification.
- Possession of California Commercial Applicator Certificate.
- Possession of valid Class C California Drivers License.
- Must be insurable by District's liability insurer.

## **SPECIAL REQUIREMENTS**

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

**Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.**