

Conejo Recreation & Park District

Job Title: Open Space Technician

Division: Parks & Planning

Summary:

Under supervision, performs a variety of minor construction, building and field maintenance duties including using hand and power tools, installation and repair of fences, gates, hiking stiles and signs. This position will also be responsible for clean-up and routine maintenance on District/COSCA lands, trails, roads, buildings, restrooms and other facilities.

Essential Duties and Responsibilities:

- Performs a variety of landscape, building and ground maintenance tasks, including debris and graffiti removal, keeping open space areas clean and safe.
- Operates a variety of power tools, hand tools, and motor driven equipment such as trucks and tractors.
- Loads and unloads equipment, supplies, and refuse.
- Opens and secures buildings.
- Maintains a variety of records.
- Notifies management concerning need for major repairs or additions.

Other Duties and Responsibilities:

- Perform other related duties and responsibilities as assigned or directed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience. Skill in carpentry, painting, plumbing, and trail work preferred.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to park visitors and other employees.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

California Driver's License with satisfactory driving record

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme heat and risk of electrical shock. The noise level in the environment is loud.

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. *

While performing the duties of this job the employee is frequently required to stand; walk over uneven terrain; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit; climb or balance and taste or smell. The employee is frequently required to lift up to 50 pounds, and occasionally required to lift up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision

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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.