

Conejo Recreation & Park District

Job Title: Open Space Technician

Division: Parks & Planning

Summary:

Under supervision, performs a variety of open space maintenance duties including maintenance of restrooms, trash cans, ground trash, fence repair, gates, hiking trails and perform semi-skilled and unskilled maintenance duties. Duties may include minor construction, use of power tools and substantial hiking. All work performed in accordance with District policies and procedures, encouraging the safe and effective promotion, protection, and utilization of park resources and open space preserves.

Essential Duties and Responsibilities:

- Maintain open space amenities including, but not limited to, restrooms, picnic grounds, signs, trails, performing required maintenance as needed
- Assist in a variety of maintenance tasks including, but not limited to, trail construction and repair and maintenance of park water systems
- Opens and secures buildings
- 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 such as chainsaws and trimmers, and motor driven equipment such as trucks and tractors.
- Loads and unloads equipment, supplies, and refuse.
- Assists in providing information to the public, interpret the natural features of the park areas to visitors and answer inquiries and complaints concerning park conditions, operations, and maintenance, including information about rules and regulations
- Under direct supervision apply a range of pesticides and herbicides in an open space setting and to address invasive or hazardous species
- Assists the Park Rangers in emergency closures during severe weather and increased fire danger
- 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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JD2029 Rev 11/22

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.