

CONEJO RECREATION & PARK DISTRICT

Job Title: Open Space Technician

Division: Parks & Planning

Summary:

Under general supervision, performs a variety of maintenance duties for District open-space areas; maintains restrooms, trash cans, ground trash, fences, gates and hiking trails; performs semi-skilled and unskilled maintenance, including minor construction and the use of power tools, and requiring substantial hiking; encourages the safe and effective promotion, protection and utilization of park resources and open-space preserves; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Maintains open-space amenities including restrooms, picnic grounds, signs and trails; performs trash, debris and graffiti removal; and performs other maintenance tasks as required.
- Assists in a variety of maintenance tasks including trail construction and maintenance/repair of park water systems.
- Opens and secures buildings, restrooms and parking lots.
- Performs a variety of landscape, building and grounds maintenance tasks to keep open-space areas clean and safe.
- Operates a variety of power and hand tools such as chainsaws, trimmers and motor-driven equipment such as trucks and tractors.
- Loads and unloads equipment, supplies and refuse.
- Assists in providing information to the public, describing the natural features of park areas to visitors and answering inquiries and complaints concerning park conditions, operations and maintenance, including information about rules and regulations.
- Under direct supervision, applies pesticides and herbicides in an open-space setting to address invasive or hazardous species.
- Assists 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:

- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, and one year of related experience and/or training; or an equivalent combination of education and experience. Skill in carpentry, painting, plumbing and trail work is preferred.

Language Ability:

Ability to read and comprehend simple instructions, brief correspondence and memos. Ability to write basic 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, subtract, multiply and divide. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumferences and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

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

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities:

This position has no significant supervisory responsibilities. May provide supervision to contractors, temporary and volunteer staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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 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 and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly 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 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.