



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Parks Operations Specialist Lead
Department: Parks and Recreation
Supervised By: Parks and Facilities Assistant Superintendent
FLSA Status: Non-Exempt
Revision Date: March 2022

JOB SUMMARY

To maintain, repair, improve, preserve and protect the District's park and recreation facilities and grounds in accordance with prescribed maintenance management practices.

DISTINGUISHING CHARACTERISTICS

The Parks Operations Specialist Lead is the journey level classification in the Parks Operations Specialist series. The Parks Operations Specialist Lead position is distinguished from the Parks Operations Specialist I position by a greater level of responsibility and the ability to act with a greater level of independence. It is distinguished from the Senior Parks Operations Specialist by the latter's responsibility to provide technical and functional supervision over assigned maintenance staff. Progression into the Parks Operations Specialist Lead level job class is based on the employee's attainment of the qualification standards of the Lead level, an ability to perform the full scope of the work and meet performance expectations, and the business need for positions at the Lead level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parks and Facilities Assistant Superintendent; and technical and functional supervision from a Senior Parks Operations Specialist.

ESSENTIAL FUNCTIONS

The duties listed 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 the position.

- Perform and implement general and preventative maintenance of District parks and facilities, including general building repairs, light carpentry work and HVAC maintenance.
- Perform janitorial duties at District parks and facilities.
- Plan and schedule routine daily work activities; work in the field with less experienced staff.
- Plan, monitor and maintain supply inventories.
- Maintain, order and monitor tool and equipment inventories.
- Maintain records and logs to meet District requirements.
- Perform set up for various meetings and events at District facilities.

- Perform minor maintenance on park and facility tools and equipment.
- Purchase and make recommendations for purchasing.
- Create, assign and close work orders.
- Respond to emergency calls on weekends, holidays and evenings and be available for standby duty as assigned and necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Participate in seasonal snow removal functions.
- Assist with the hiring, training and evaluating of part-time and seasonal staff and volunteers and provide orientation to new staff.
- Perform other tasks and duties similar to the above in scope, function and difficulty.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Generally accepted construction and repair procedures and materials used in the areas of carpentry, painting, plumbing, electrical, heating, ventilation, air conditioning and related trades/crafts.
- Turf management, irrigation systems, landscaping, minor electrical trouble-shooting and repair, , and small engine repair..
- Paints, solvents, pesticides, janitorial supplies, cleaning agents and chemicals used in maintenance.
- Safety requirements and laws governing agency liability.
- Safe and proper operation of tools and equipment including, but not limited to; power saw, drill, chainsaw, power washer, auger, generator, paint sprayer, hand tool, lawn mower, weed-eater, backpack blower, small tractor, skid steer loader and driving truck and truck with trailer.
- Principles of supervision, project management and managing multiple work groups and tasks.
- Standard and accepted methods, tools and equipment utilized in the maintenance, repair and construction of a variety of District owned/maintained parks, trails, and facilities.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of park and trail operations and facilities.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Work without direct supervision and with others.
- On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze problem equipment; identify and locate maintenance issues; interpret work assignments; remember tasks and daily assignments; and explain maintenance issues to other staff.

- Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist when performing maintenance on a facility; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 100 pounds or less.
- Identify priorities, make decisions, take initiative and use good judgment based on common standards.
- Solve problems, resolve conflicts and perform in a changing work environment.
- Arrange for tools, equipment and materials to perform work.
- Safely and efficiently operate tools and equipment used in the performance of job duties.
- Produce and keep accurate work and equipment records.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Perform routine arithmetical calculations including addition, subtraction, multiplication and division.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: Two (2) years of progressively responsible experience performing park and facility duties comparable to that of a Parks Operations Specialist I with the District.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is primarily performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Position requires working beyond normal business hours, and/or weekend work, and the ability to travel.

Work may be performed in confined spaces, or at heights above or below the ground.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY ≤ one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Rarely
Standing	Rarely
Walking	Frequently
Walking on uneven terrain	Occasionally
Driving	Occasionally
Hearing	Frequently
Speaking	Frequently
Seeing	Frequently

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Occasionally
Pushing (50 lbs.)	Occasionally
Pulling (50 lbs.)	Occasionally
Stooping	Occasionally
Working at heights (6-25 feet above/below ground)	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Continuously
Working/Reaching at desk level	Occasionally

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Continuously
26 to 50 lbs.	Continuously
51 to 75 lbs.	Frequently
76 to 100 lbs.	Occasionally
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Occasionally
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Rarely
Calculator	Rarely
Writing	Rarely
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Occasionally
Simple Grasping	
Files	Rarely
Computer mouse	Rarely
Phone receiver	Rarely
Power Grip	
Power tools	Occasionally
Equipment (shovel, etc.)	Occasionally
Arm	
Lateral	Occasionally
Rotation	Occasionally

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Gym lights	25 feet
Parking lights	25 feet
Interior lights/HVAC	8 – 10 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Occasionally
Identifying	Continuously
Interpreting	Occasionally
Knowing	Continuously
Observing	Continuously
Problem Solving	Frequently
Remembering	Continuously
Understanding	Continuously
Explaining	Occasionally

APPROVED BY: Sean Barclay, General Manager on March 11, 2022