



January 6, 2012

To: All Qualified Job Applicants

From: Office of the General Manager

RE: Recruitment for Maintenance Worker II

Job seeker:

The Feather River Recreation and Park District is pleased to announce that we are actively recruiting for the position of Maintenance Worker II. Please refer to the job description to better understand the duties and obligations of the position, the required qualifications of an applicant and the salary/benefit package that comes with this employment.

Applicants are directed to visit the FRRPD main office to obtain further information as well as an applicant package.

The recruitment period will end January 23, 2012. Applications, resumes, cover letters and references are to be turned into the District office by 12 P.M. (noon), January 23, 2012. Please deliver your application package in a sealed envelope to the front office staff. The front office will have an application log that all applicants will sign as a confirmation of delivery.

Note: All FRRPD employees are screened via LIFESCAN at the Butte County Sheriff's office. This screening is a full FBI background check. The cost of this screening will be paid by the applicant. Upon successful employment by the FRRPD the applicant/employee will be reimbursed for this cost.

Thank you for considering FRRPD as a career choice and we look forward to meeting you!



Job Description

Title: Maintenance Worker II
Dept: Parks
Status: Non-Exempt

Job Code: N/A
Salary Range: \$12.00 - \$15.75 per Hour
Date: January 6, 2012

JOB SUMMARY:

Under general supervision performs maintenance and related activities by operating various light and heavy motorized vehicles and equipment within assigned district. The salary range is \$12.00 to \$15.75 per hour and benefit package, including paid retirement (PERS).

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists in planning repairs and maintenance; assures necessary equipment and materials are available; assigns specific tasks to crewmembers; oversees and participates in completion of job task; assures that all safety rules and regulations are observed on the job site.
- Oversees and performs landscape maintenance activities; repairs and maintains irrigation systems; repairs and replaces water and drainage lines, pathways and parking areas; prunes and trims trees and removes shrubs and other greenery. These activities require manual labor.
- Maintains shrubs and bushes in healthy condition; identifies diseases and pests; applies a variety of pesticides and treatments to control and eliminate the spread of weeds and pests; assures correct and safe application of all products.
- Inspects, maintains and repairs facilities electrical systems; replaces defective components and test systems; maintains lighting system; replaces bulbs and ballasts.
- Performs building maintenance activities; wires irrigation clocks and valves; assists with pulling electrical wire through buildings and conduit; moves furniture and office fixtures; assists with maintenance of HVAC systems.
- Performs landscape construction; prepares site; initiates excavation; trenches for installation of irrigation, electrical conduit and drainage systems; performs filling, grading and compacting of building sites and driveways; dissects and removes concrete and asphalt; pours concrete and lays asphalt; builds retaining walls; prepares soil; plants new landscape.
- Performs other related duties as assigned.
- Operates a wide range of heavy equipment.
- Installs and cleans culverts and other related facilities.
- Performs maintenance and minor repairs to various equipment.
- Hauls materials and transports vehicles and equipment to job sites using various trucks.
- Operates equipment for grass and weed mowing.

Maintenance Worker II _____

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives.

- Cleans with high-pressure water equipment.
- Repairs using hand and power tools.
- Maintains daily equipment logs.
- Serves as the acting Lead Maintenance Worker when assigned.
- Coordinates with offices at the worksite to minimize disruption; sets up worksite to assure safety of crew and other workers in the area; assigns work to crewmembers and assists in performing repairs; inspects completed work for quality and completeness.
- Services and maintains all aspects of buildings and equipment owned by the District.
- Maintains, repairs and installs plumbing systems throughout the District facilities.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of the methods, practices, equipment and materials used for maintenance.
- Knowledge of pertinent District policies and procedures, employee handbook (including safety program).
- Knowledge of vehicle and heavy equipment maintenance procedures.
- Knowledge of plant identification, pests and diseases.
- Knowledge of landscape and irrigation operations.
- Knowledge of landscaping equipment and basic repair.
- Skill in assigning, overseeing and directing a work crew.
- Skill in conducting landscape surveys.
- Skill in working within deadlines to complete projects and assignments.
- Skill in operating various vehicles and light to heavy maintenance equipment.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in maintaining accurate records.
- Skill in establishing and maintaining effective working relations with co-workers, other District employees and the public.
- Skill in reading, understanding and interpreting and applying relevant laws, codes and regulations.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Three (3) years of experience in landscape maintenance and construction required.
- High School Diploma/G.E.D. required.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- A valid State of California class 'A' commercial driver's license preferred.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed primarily in an outdoor environment.
- May be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, hazardous chemicals, extreme weather conditions and infectious diseases.

ADDITIONAL INFORMATION:

Reports To: Parks Supervisor

Direct Reports: Maintenance Worker I

Maintenance Worker II _____

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Note: We comply with ADA and consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform essential function. Hire may be subject to passing a medical examination and skill and agility test.

EMPLOYMENT REFERENCES:

CURRENT OR MOST RECENT EMPLOYER

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Company/Employer:	City	State	Phone Number		
Are you currently working for this employer?	Yes	No	If yes, may we contact them?	Yes	No
Date Employed:	From: _____	To: _____	Job Title: _____		
Duties: _____					
Salary: _____ Reason for Leaving: _____					

SECOND MOST RECENT EMPLOYER:

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Company/Employer:	City	State	Phone Number		
Are you currently working for this employer?	Yes	No	If yes, may we contact them?	Yes	No
Date Employed:	From: _____	To: _____	Job Title: _____		
Duties: _____					
Salary: _____ Reason for Leaving: _____					

THIRD MOST RECENT EMPLOYER:

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Company/Employer:	City	State	Phone Number		
Are you currently working for this employer?	Yes	No	If yes, may we contact them?	Yes	No
Date Employed:	From: _____	To: _____	Job Title: _____		
Duties: _____					
Salary: _____ Reason for Leaving: _____					

You may attach an additional sheet to include any other related experience.

AFFIDAVIT

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I authorize employers, companies, schools, or persons named above to give any information regarding my employment, character, and qualifications. I hereby release said employers, companies, schools, or persons from all liability for any damage for issuing this information. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, I agree this could be cause for termination. As an applicant for employment with the Feather river Recreation and Park District, I understand that I must comply with the Employee Fingerprinting Policy, submit to a pre-employment physical/drug examination as directed by the District, and complete a criminal background questionnaire. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Signature: _____