



## **TAHOE CITY PUBLIC UTILITY DISTRICT Job Description**

**Job Title:** Parks Operations Specialist Lead  
**Department:** Parks and Recreation  
**Supervised By:** Parks Superintendent  
**FLSA Status:** Non-Exempt  
**Revised as of:** January 2015

### **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 assigned the Parks 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.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain 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.
- Safe work practices.
- Principles and practices of customer service.

### **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.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Perform routine arithmetical calculations including addition, subtraction, multiplication and division.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Operate and use modern office equipment including computers and applicable software.
- 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.

## **WORKING CONDITIONS**

Work is performed in an outdoor field environment, subject to hot and cold temperatures, inclement weather, excessive noise, and exposure to chemicals, solvents, and dust. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:**  **Date:** 01/21/2015

**Classified by:**  **Date:** 01/15/2015

**Approved by:**  **Date:** 01/15/2015