



JOB DESCRIPTION WEEKEND LEAD PERSON (PROMOTIONAL)

THE POSITION

Assumes the position of lead field authority over all grounds and buildings maintenance personnel on Saturdays, Sundays, and holidays. Simultaneously performs Groundskeeper I or Building Maintenance Worker I duties related to the care and maintenance of park grounds and/or District building facilities. Position is stationed in Simi Valley and is under direct supervision of the Crew Leader and Sr. Maintenance Supervisor. Normal hours are 6:00 a.m. to 2:30 p.m. (hours may vary), weekends and all holidays.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to: Weekend Lead Person communicates with other weekend maintenance staff in the communities of Simi Valley and Oak Park and responds to problems and issues that arise; assists with special event coordination on weekends and holidays; and may be required to provide custodial services of park facilities (restrooms and picnic areas) before, during and after events. Position also fulfills Groundskeeper I or Building Maintenance Worker I duties. The Groundskeeper I duties include the operation of various power mowing and edging equipment, pest and weed control spraying, the application of various fertilizers, trimming and pruning, landscape installation, minor irrigation repair, graffiti and trash removal, weeding. Buildings Maintenance Worker I duties include various assignments related to painting, plumbing, carpentry, and other building trades or custodial responsibilities.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Must be a full-time Groundskeeper I or full-time Buildings Maintenance Worker I and have completed the probationary period in order to be eligible for this promotional opportunity. Position requires commitment to work weekends and all holidays for a minimum two-year period (waived if promoted).

PHYSICAL ACTIVITY REQUIREMENTS

It is expected this position will require walking or standing 70-90% of the time or more; occasional to frequent bending, kneeling, squatting, reaching overhead or stretching and working on uneven terrain. There will be occasional to frequent crawling or climbing ladders, lifting, carrying and pushing/pulling loads of 0-100 pounds; frequent handling and dexterity. This position requires operation of some or all of the following equipment: power mowers, edgers, blowers, weed eater, tractor, rototiller, sprayer, chain saw, stump grinder, trencher, vacuums, waxing machine, shampooing machine, various hand tools, drills, saws, District vehicles, etc.

10/9/14