

**NCRPD**

**FLSA:  
EEO:**

## **MAINTENANCE WORKER I**

### **DEFINITION**

Under general supervision of the Maintenance Lead; assist with maintenance of all facilities in the North County Recreation and Park District; perform cleaning, painting, repairing of equipment, minor electrical repairs, and setting up centers for public events; assign duties to and supervise youth workers; abide by all safety procedures; work closely with other District staff members.

### **Essential Duties**

- Sweep, mop, wax, and buff floors at District facilities
- Clean and sanitize bathroom facilities
- Perform inside and outside litter removal
- Keep windows clean
- Repair and maintain playground equipment
- Paint structures as needed
- Maintain landscaping; including pruning trees, weeding, and keeping lawns cut.
- Perform minor repairs as needed to electrical and plumbing equipment
- Provide general cleaning of office spaces.
- Set up of Center(s) for events such as basketball games, parties or receptions
- Keep storage space organized
- Assign tasks and Supervise youth employees
- Maintain sports equipment
- Assist Maintenance Lead as needed

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Commercial maintenance producers
- Commercial cleaning materials and procedures
- General carpentry, basic plumbing, and electrical
- Commercial ground keeping
- Parks and Recreation policies and programs
- First Aid
- General safety rules, codes, and procedures
- Equipment and tool maintenance procedures

### **Ability to:**

- Maintain a commercial facility using all necessary equipment and commercial cleaning materials
- Make minor repairs to electrical and plumbing equipment
- Drive automatic and manual transmission vehicles
- Operate and maintain machinery used for outdoor ground keeping
- Prepare reports
- Communicate well with adults and children
- Work in a noisy environment
- Handle conflict in a professional and courteous manner
- Provide a safe environment for all patrons of the Recreation District
- Assist Maintenance Manager as needed

### **Physical Requirements**

- Work outdoor in various types of weather
- Must be able to push and pull 75 pounds in order to operate lawn mower and floor buffer
- Work indoors for extended periods of time
- Be able to lift up to 50 pounds
- Often stretch and carry during the course of a normal workday
- Set up and breakdown tables and chairs for special events
- Work for extended periods of time in a noisy environment
- Stand and walk for extended periods of time.

### **Equipment Training**

Training will be provided by the District on the proper and safe way to use District Equipment. Once training is complete, employee will be responsible for operating the following equipment safely.

- Tractor with attachments for ground keeping duties
- Floor scrubber
- Sand blaster and power washer
- Edgers, mowers, trimmers, and weed eaters
- Public announcement system

Training in the handling of hazardous materials will also be provided by the District.

### **Experience and other Training**

Any combination of education and experience that would demonstrate the knowledge and abilities as stated above is qualifying. A typical way to obtain the knowledge and abilities would be:

Six months experience in general cleaning, and maintenance. Three years experience in general carpentry, construction, landscaping, small appliance repair, automotive repair, electrical and plumbing repair.

**Special requirement**

- Current First Aid/CPR certification
- Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.