



Apply to: SUNRISE RECREATION AND PARK DISTRICT

7801 Auburn Blvd.

Citrus Heights, CA 95610

(916) 725-1585

www.sunriseparks.com

SUNRISE RECREATION AND PARK DISTRICT CLASSIFICATION SPECIFICATION

JOB TITLE: **Park Maintenance Aide II/Custodian
(Hourly Intermittent)**

DIVISION: **Park Maintenance**

CLASS DEFINITION:

Incumbents in this job classification are assigned to work evening and weekend shifts. Incumbents insure the cleanliness and security of District parks and facilities. Duties include: opens and/or closes and secures park gates and restrooms; cleans and services restrooms, picnic areas and community centers and replenishes restroom supplies; picks up trash and empties trash cans; removes graffiti and repairs damage caused by vandalism; sets-up and arranges furniture and equipment for community use and special events; meets with groups, volunteers and facility renters to respond to inquiries, resolve facility and equipment problems and provide information pertinent to District policies, procedures, programs and facilities; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Park Maintenance Aide II/Custodian is a sub-entry level job classification. Incumbents are intermittent employees and may not advance to permanent status in the Park Maintenance Worker classification series. Hours of work may be full or part-time. This classification is distinguished from the Park Maintenance Aide I in that the latter is a seasonal training classification and incumbents learn and perform basic manual labor and maintenance duties to assist with the maintenance and repair of District parks and recreation facilities. Incumbents in this classification independently set up and maintain District parks and facilities for community use and special events in the evenings and on weekend shifts.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Park Maintenance Supervisor or the Parks and Facilities Superintendent within a framework of well-defined policies and procedures. Incumbents in this sub-entry classification do not supervise or direct the work of others.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Depending upon shift and assignment, responsibilities and duties include, but are not limited to the following:

- Opens, closes and secures District gates and restrooms
- Sets up, assembles, moves, rearranges and takes down chairs, tables and other furniture and equipment following written instructions, oral directions or upon request for community use and other events
- Meets with groups, volunteers, event coordinators and District Building Monitors to provide information on District policies, procedures, facilities, programs and services; to respond to requests and inquiries; and to resolve issues and complaints according to established procedures
- Cleans and sanitizes restroom facilities and fixtures; unclogs toilets as needed, and maintains restroom supplies
- Paints wall and woodwork on a scheduled and as-needed basis; performs minor routing maintenance tasks; and observes and reports the need for building and equipment repairs, and the existence of safety and sanitary hazards
- Picks up and removes brush, trash and debris, empties trash cans and services picnic areas and building facilities
- Inspects playgrounds to identify safety and sanitary hazards; makes necessary repairs and/or reports existence of identified hazards and the need for more extensive repair
- Cleans graffiti and repairs damage caused by vandalism; reports identified incidents and the need for any additional repair or replacement work
- Repairs and paints tables, benches, fences, signs and small structures, as needed
- Provides lead direction and training to intermittent park maintenance staff; assigns, coordinates and monitors work efforts; and plans and recommends equipment and materials needed for work assignments
- Sweeps, mops, scrubs, strips, waxes and polishes floors; vacuums, shampoos and steam clean rugs and carpets
- Dusts and polishes furniture, woodwork, cabinets, fixtures and equipment; empties and cleans waste receptacles; and washes walls and windows
- Sweeps and washes outside walkways, patios and entrances to facilities; and locks and unlocks buildings
- Utilizes proper safety precautions in the operation of various power equipment

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- Assists other positions and/or work units with a variety of related assignments or performs special projects as assigned
- Performs other job-related duties as assigned or required

EMPLOYMENT STANDARDS:

Education and Experience Guidelines:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance
- Previous experience in custodial or landscape maintenance is highly desirable

Knowledge of:

- basic methods, tools, materials and equipment used in facility and grounds maintenance
- safe work practices and operation of power tools and equipment
- good public relations etiquette

Ability to:

- work with minimal guidance and supervision
- perform manual labor for extended periods of time
- understand and implement oral and written directions
- safely operate a variety of hand and power tools
- operate a vehicle observing legal and defensive driving practices
- lift, carry, and pull equipment and supplies weighing up to 60 pounds
- establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work
- perform essential duties of the job without causing harm to self or others

Licenses/Certification Required:

- Possession of a valid class C California Driver's license and a satisfactory driving record

WORKING CONDITIONS:

Environmental Conditions:

Essential duties of the Park Maintenance Aide II job classification are primarily performed outside under varying weather conditions. Essential duties of the Custodian are primarily performed within the indoor facilities. Essential duties are performed on a daily basis with hands in water, on uneven and slippery surfaces, in confined spaces, around moving vehicles and equipment and on equipment with moving parts, and occasionally below ground, on ladders and/or scaffolding. Incumbents are exposed daily to extreme heat or cold, to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, oil and electrical energy.

Physical Conditions:

Essential duties of the Park Maintenance Aide II/Custodian require repetitive use of feet and hands to operate vehicles, equipment and tools; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive detailed verbal information and instruction; to be able to view objects within one to twenty feet and differentiate basic colors and

Sunrise Recreation and Park District
Park Maintenance Aide II/Custodian

shades of color; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to climb, stoop, kneel, crouch, reach, stand, and walk to accomplish essential duties; to lift, carry, push, and pull a variety of objects weighing between 5 and 50 pounds; and to have the finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

OTHER:

FLSA STATUS: Non- Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.