

PARK CARETAKER

DEFINITION

Performs minor maintenance, custodial, grounds maintenance and basic security duties for a specified park buildings, facilities and adjacent grounds; interacts with and provides basic information and assistance to the public; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This class receives direct supervision from the Public Works Manager. No direct supervision is exercised.

CLASS CHARACTERISTICS

This is a part-time, working-level custodial class. Work is often performed in the assigned park and involves working around the public and other City staff. This class is distinguished from other maintenance classes in that the latter performs semi-skilled to skilled maintenance work in a specified area, such as streets, parks or collections systems. It is further distinguished from custodial classes in that the duties require maintenance and security of a specific park, including a residence, picnic areas and related grounds.

EXAMPLES OF DUTIES (Illustrative Only)

- Locks and unlocks gates and restrooms to maintain security and ensure access during public access hours.
- Interfaces with the public in a non-disruptive manner when performing assigned duties; answers questions, provides standard information to the public; warns individuals and groups when City regulations and policies are not followed.
- Handles basic emergency medical situations and notifies appropriate medical emergency personnel; notifies police when off-hours or disruptive incidents occur.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary; may do basic plumbing such as replacing washers or clearing drains.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Cleans lighting fixtures; may replace bulbs or tubes and reports the need for additional repair.
- Maintains exterior picnic areas, including landscaping, barbeques, tables and benches in a clean and orderly condition.
- Maintains children's play areas in a clean and orderly condition; makes minor repairs to equipment.
- Mows grassland and weed areas to maintain them in a fire safe and attractive condition; sprays weeds for proper control.
- Distributes wood chips and mulch materials in landscaped and public areas.
- Clears poison oak and other growth for the safety of the public and appearance of the park.
- Performs routine maintenance on the park residence and other facilities, including removing graffiti, painting and minor carpentry.
- Maintains equipment, materials and supplies in proper condition.

- Observes safe working practices, including maintaining storage areas in a safe condition.
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Keeps basic records of work performed, timesheets and related actions..

QUALIFICATIONS

Knowledge of:

- Proper cleaning methods and the safe usage of cleaning materials, disinfectants and grounds and building maintenance tools and equipment.
- Use and minor maintenance of hand and power tools and equipment used in the work.
- Safety practices and equipment related to the work.
- Basic first aid and CPR techniques.
- Basic facility and grounds maintenance techniques and materials.
- Basic shop mathematics.
- Basic techniques for effectively dealing with the public.

Skill in:

- Safely using and maintaining hand tools and power equipment related to the work.
- Understanding and following written and oral instructions.
- Handling medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Education and Experience:

Equivalent to graduation from high school and one year of paid or volunteer experience in performing basic facilities and grounds maintenance work. Experience in dealing with the public is desirable.

Licenses and Certifications:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.

Working Conditions:

Must be willing to work out of doors in all weather conditions, be exposed to hazardous conditions, such as poison oak and work other than normal working hours and weekends and holidays. May be required to reside in a City-provided park residence.

Physical Demands:

Mobility to perform basic facilities and grounds maintenance and related custodial work, including operating hand and power equipment; stamina to stand and walk for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.