

Carmichael

RECREATION AND  
PARK DISTRICT

# Memo

**To:** Advisory Board of Directors

**From:** Mike Blondino, District Administrator  
James Perry, Parks Services Manager

**Date:** June 16, 2022

**Subject:** Proposed Parks Division Re-organization and Lead Maintenance Worker Job Description Update

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***Background/Discussion:***

In October 2019, the CRPD contracted with Randy Schwartz to conduct a Staffing Assessment. The scope of work included a recommendation for short and long-term staffing levels based upon workload, budget and services offered to the public. As a result of the review, the consultant recommended several changes to operations and personnel. CRPD has implemented some of these changes; however, some have been modified or delayed due to the impact of COVID-19.

Parks Services Manager James Perry and I have been discussing changes to the Parks Division since the initial Staffing Assessment was completed. With the recent retirement of the longtime Park Maintenance Supervisor, we have time to start toward those changes. By re-organizing the Division with three (3) Lead Maintenance Workers instead of two (2) Supervisors we will ensure that we have as much staff in the field being hands-on as possible, with personnel to guide the Maintenance Worker positions. We envision eventually having three (3) Leads that will oversee three areas (Parks, Turf and Irrigation, and Facilities). This will bring a better level of expertise and improve the quality of our parks and facilities. The organizational chart is attached for the current and future set up of the Division for your review.

We have also attached the proposed job description for the Lead Maintenance Worker position. It is a position that the District had previously; however, we updated the job descriptions to reflect the expertise we wanted. The update also gives flexibility to have

staff move to other disciplines as they gain knowledge through training. The job description has been reviewed and approved as to form by County Personnel Management. Their review and approval were required by the Sacramento County Board of Supervisors' governing resolution prior to your approval.

Staff met with the Personnel Committee on June 2<sup>nd</sup> to review and discuss both the current and proposed job title and descriptions, along with a plan to re-organize the Parks Division. The Committee supported this direction for the District.

***Budget/Fiscal Impact:***

The FY2022-23 Adopted Budget proposal which includes will include one of the Lead Maintenance Worker positions, replacing the Park Maintenance Supervisor. The full financial impact is not known at this time due to the compensation study that is taking place. As we increase revenue after the pandemic, the plan is to hire two more Lead Maintenance Workers in future budget years.

***RECOMMENDATION:***

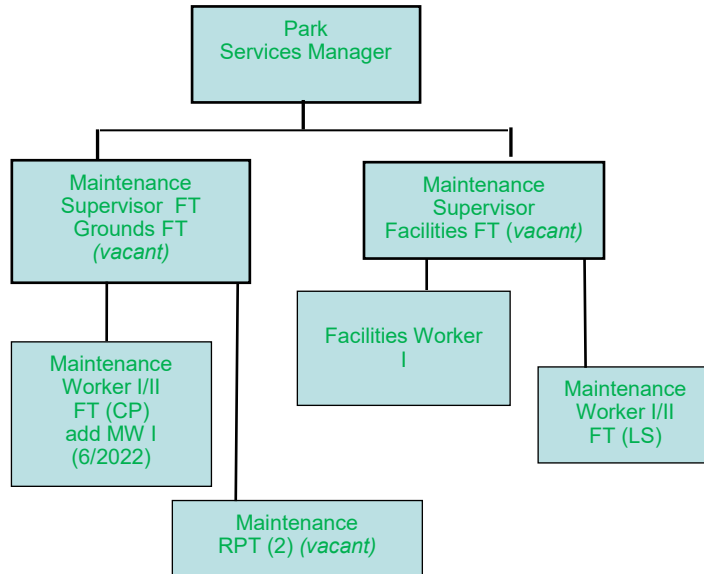
The Personnel Committee and Staff recommend approval of the re-organization of the Parks Division and the updated Lead Maintenance Worker job description.

Attachment:

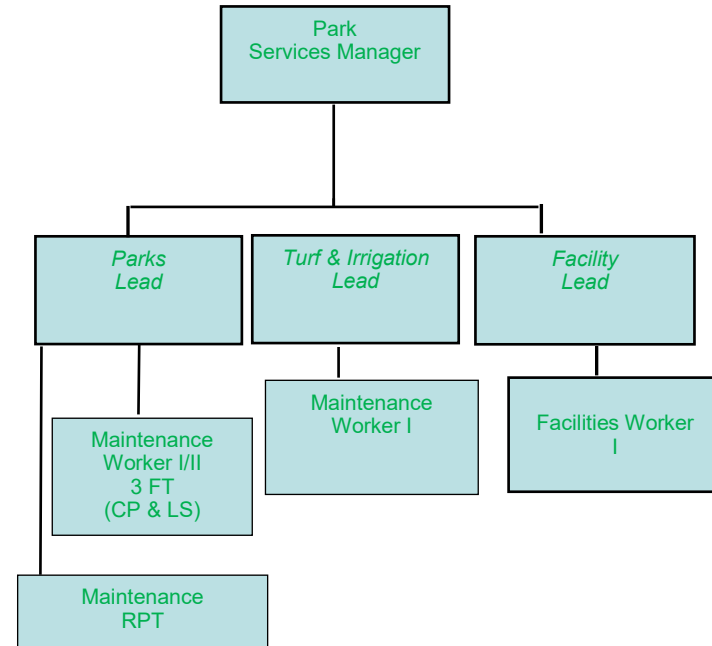
Parks Maintenance Division Organizational chart  
Job Description – Lead Maintenance Worker

# Carmichael Recreation & Park District Parks/Maintenance Organizational Chart

**Current**  
8 Full-time  
2 RPT



**Proposed**  
9 Full-time  
1 RPT



# **LEAD MAINTENANCE WORKER**

## **(Parks Lead, Turf and Irrigation Lead, and Facility Lead)**

### **DEFINITION**

Under general guidance, supervises, leads, plans, schedules, and oversees the work of staff engaged in a variety of duties related to the construction, maintenance, and repair of parks, recreation and playgrounds, and facilities while performing the same and/or more difficult duties as assigned staff; ensures completion of tasks in accordance with established policies and procedures; communicates policies, procedures and job expectations; provides training to staff; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is the advanced journey level in the Maintenance Worker series. Incumbents in this class are responsible for performing the most difficult, complex, and/or sensitive assignments related to the construction, maintenance, and repair of parks, recreation and playgrounds, and facilities. In addition, positions in this class supervise and provide technical assistance and training to, and guide, check, assign, and correct the work of assigned staff.

This class is distinguished from other classes within the series by the level of responsibility assumed; complexity of duties assigned, independence of action taken, amount of time spent performing the duties, nature of the public contact made, and by the coordination of Park Services Division support functions. This class is further distinguished by the responsibility to oversee and lead assigned staff, which includes but is not limited to, planning, scheduling, and ensuring the effective completion of the daily work for a specified group of employees.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Parks Services Manager.

Exercises technical and functional supervision over assigned parks and/or facility maintenance staff.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Plans, prioritizes, leads, reviews, and participates in the work of staff involved in a variety of duties in the construction, maintenance, and repair of park and recreation grounds and facilities.
- Schedules, distributes, and assigns work to employees; monitors work for progress and quality; ensures work is completed in a timely and efficient manner; reviews work.
- Provides training and mentoring to staff in accordance with established policies and procedures.
- Assists, guides, and instructs group members in the performance of their duties; provides technical direction and problem solving in response to staff work questions and problems.
- Operates, and trains personnel in the safe and proper operation of, a wide variety of tools and equipment used in the parks and facilities maintenance.
- Recommends improvements and modifications to work processes, adapts work procedures to meet changing needs, and resolves less complex work problems.
- Resolves informal employee complaints, evaluates employee performance and addresses conduct problems.
- Responds to and coordinates resolution of routine customer inquiries and complaints.

- Oversees contract services, authorize work and associated payments within the scope of authority; approves minor change orders to ensure quality of work within scheduling or budget constraints.
- Performs the most difficult and complex work in the installation, repair, and maintenance of parks/recreation and facilities Insert class-specific duties here – should be examples of those that are most difficult, complex and/or sensitive.
- Assesses materials and labor needed to accomplish assigned jobs and estimate associated costs; ensures availability of supplies, materials, and equipment needed; purchases supplies and materials, as necessary.
- Uses a personal computer, or other handheld communication devise to enter and retrieve information related to work assignments, other recordkeeping, and electronic communications.
- Utilizes computerized work systems in accordance with workflow processes.
- Builds and maintains positive and effective working relationships with co-workers, other District employees, contractors and the public using principles of good customer service.
- Performs related duties as assigned.

#### Park Maintenance and Irrigation and Field Assignments:

- Operates and maintains park/landscaping maintenance equipment such as dump trucks, backhoes, riding mowers, front loaders and also power tools such as push mowers, edgers, and blowers.

#### Facilities Assignments:

- Coordinates facility maintenance and support functions
- Coordinates and/or oversees a variety of projects and programs related to the maintenance and construction of landscaped areas and facilities

## **EMPLOYMENT STANDARDS**

### **Knowledge Of:**

#### All positions:

- Materials, methods, tools, practices, and equipment related to the maintenance of parks/recreation and facilities
- Basic safety practices related to the use of materials and equipment used in the course of park and facilities maintenance
- Basic principles of building and facilities maintenance and repair
- Estimation of cost and materials for landscaping, construction, and maintenance projects
- Principles and practices of supervision, leadership, mentoring, and training
- Applicable federal, state, and local laws, codes, and regulations
- Operational characteristics, services, and activities of parks and facilities maintenance
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation

#### Parks Maintenance Assignments:

- Principles and techniques used in the maintenance and repair of landscaping and turf
- Operation and maintenance of equipment used in parks and landscaping maintenance, including commercial mowers
- Uses, handling, and storage of pesticides and herbicides

**Irrigation and Fields Assignments:**

- Principles and techniques of irrigation and field maintenance
- Operation and maintenance of equipment and tools used in irrigation and field maintenance
- Safe and effective use of materials used in irrigation and field maintenance

**Facilities Assignments:**

- Principles and techniques used in the maintenance and construction of facilities
- Materials and equipment used in the maintenance and construction of facilities

**Ability To:**

**All Positions:**

- Supervise, lead, and train parks and facilities maintenance staff
- Plan, coordinate, assign, and review the work of staff
- Provide work direction and instruction
- Research and evaluate work problems, and recommend solutions
- Safely operate and effectively maintain maintenance equipment and tools
- Analyze and resolve equipment problems; keep inventory and location of equipment and tools
- Understand and apply parks/recreation guidelines, policies, and practices related to gardening, turf management, landscaping, and facility maintenance
- Understand and enforce safety rules; identify safety hazards
- Prioritize, plan, and complete complex work projects related to parks and facilities; interpret work orders
- Oversee the work of contractors; provide for the correction of park and facility maintenance problems
- Prepare and develop cost estimates related to work orders and various projects
- Keep accurate and orderly records in accordance with established work processes and policies and prepare reports
- Interpret and summarize a variety of data and information
- Read, interpret, and apply information from blueprints or drawings related to construction documents; prepare work plans
- Develop and maintain cooperative, effective working relationships with others
- Communicate clearly and concisely, both verbally and in writing
- Interpret and apply applicable federal, state, and local laws, codes, and regulations
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met
- Read, write, and speak English at a level necessary for satisfactory job performance

**Minimum Qualifications:**

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

Three years of full time paid experience in park operations and/or facility maintenance

**AND**

Equivalent to completion of the twelfth grade supplemented by specialized training or college-level course work in horticulture, landscape architecture, facilities or related field. Training in turf care, irrigation, playground safety, or construction is highly desirable.

## **GENERAL QUALIFICATIONS**

### **Driver License Requirement:**

A valid California Driver License, Class C or higher, may be required at the time of appointment. Failure to obtain or maintain the appropriate California Driver License, or comply with state and federal requirements for utilization, may constitute cause for personnel action. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

### **Certificate Requirements:**

Positions assigned to Parks Lead and Turf and Irrigation are required to obtain and maintain a valid Pest Control Applicator Certificate or license issued by the State of California within one year of appointment.

Positions assigned to Facility Lead are required to obtain and maintain a CFC Certification Type I & II within one year of appointment.

Failure to obtain or maintain the required certificate may be cause for personnel action.

### **Physical Requirements:**

Positions in this class require the incumbents to be able to work from ladders, scaffolds, and aerial lifts. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

### **Working Conditions:**

Positions in this class require the incumbents to:

- Work evenings, weekends, or holidays
- Work in a variety of weather conditions, including very hot or inclement weather