

MAINTENANCE FOREPERSON (PARKS)

MERCED IRRIGATION DISTRICT MAINTENANCE FOREPERSON (PARKS)

FLSA STATUS – Non-Exempt
Bargaining Unit – IBEW, Local 1245

DEFINITION

Under general direction, supervise employees in the construction and major maintenance of all park facilities. These duties include, but are not limited to maintaining water system operations, construction, custodial, major maintenance, and repair projects at the Parks. Perform other related work as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Supervise and coordinate work crews engaged in construction/maintenance activities and other related work.
- Supervise, train and assist in the evaluation of assigned staff.
- Supervise crews in repair and maintenance of park facilities; assists in supervision of major renovation and repair projects and jobs; keeps work records.
- Maintain accurate job records as it relates to staffing, materials, work performed, etc.
- Checks crews on the job to determine adequacy of work being performed.
- Assess jobs and prioritize work tasks.
- Conduct safety training in the classroom and in the field, enforce safety rules.
- Supervise crews in repair and maintenance of park facilities; assists in supervision of major renovation and repair projects and jobs; keeps work records.
- Requisition needed supplies, equipment and materials.
- Perform construction and heavy equipment work as needed.
- Respond to emergency situations and be on-call as assigned.
- Enforce safety rules.
- Provide a high level of customer service and assistance to all guests and visitors to the Parks and Recreation areas.
- Perform other duties as requested, directed or assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General construction and maintenance materials, procedures, and equipment.
- Methods, materials, equipment, and tools used for facility construction/maintenance.
- Operation and general maintenance of water systems, per established state and other regulatory agency guidelines and requirements.
- Recordkeeping and reporting procedures.
- Techniques of training, supervision, and performance evaluation.
- Hazard identification and safe work practices.
- Operation of a variety of construction and heavy equipment.
- Skill in the use of materials, tools, and methods used in construction and maintenance.
- Microsoft Office Suite applications and other computer systems used by Parks and Recreation Department.

MAINTENANCE FOREPERSON (PARKS)

Ability to:

- Work without direct supervision.
- Communicate effectively in written and oral form.
- Perform skilled and semi-skilled construction and maintenance work.
- Understand and carry out oral and written directions.
- Understand regulations relative to the use of restricted and injurious materials.
- Work safely with hazardous materials.
- Read blueprints and do work according to plans and specifications.
- Write legible and comprehensive reports.
- Supervise the work of others.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.
- Plan and schedule work of self and others.
- Work weekends and holidays as required.

EDUCATION

- Any combination of education and experience equivalent to the completion of two (2) years of college is desired though not required.

EXPERIENCE

- Five (5) years experience in construction/maintenance work or related field
- Two (2) years supervisory/leadership experience.

NECESSARY SPECIAL REQUIREMENT

- Obtain/Maintain a Pesticide Applicator License within six (6) months of assignment.
- Possession of Class C California Driver's License and ability to maintain insurability under District's insurance program.

TYPICAL PHYSICAL DEMANDS:

The physical and mental demands of this position are described below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Operates District vehicles and equipment used in construction, maintenance, and repair work.
- Must be able to push, pull, reach, and lift equipment and parts weighing up to fifty (50) pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and/or weed abatement chemicals, and significant temperature changes between heat and cold.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- May sit or stand and walk on uneven terrain for extended time periods.
- Sufficient Hearing, vision, and eye-hand coordination to perform essential functions of job, when corrected. Maintain good awareness during maintenance and construction jobs.

MAINTENANCE FOREPERSON (PARKS)

Sitting:	Remains in a seated position for up to eight (8) hours per day
Standing:	Remains in a standing position for up to eight (8) hours per day.
Hands/Arms:	Operates equipment for up to eight (8) hours per day
Lifting:	Raises and lowers supplies and equipment up to fifty (50) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Operates vehicles and office equipment.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 90% or less work time spent outside a building and exposed to the sun.
- Work hours: Per the Memorandum of Understanding (MOU).
- Work performed in an outside environment with exposure to dust, dirt and significant temperature changes between heat and cold.

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Document concisely, accurately and timely.