

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: September 19, 2019

Item description/summary:

Park Maintenance Worker I. This item was discussed at committee. With all the new park acreage we have coming on line shortly as well as the current acreage we need to open the Park Maintenance Worker I position. This will enable us to have an OPUD parks employee on duty 7 days per week year-round. The job description and pay scale are attached. This will be subject to meet and confer with the Union.

Fiscal Analysis:

The difference between the Express Payroll Temp pay rate and the OPUD rate is about \$4 per hour (OPUD rate is about \$4/hour less). The employee would receive health coverage so the overall cost increase estimate is negligible.

Employee Feedback

Positive

Sample Motion:

Move to approve the OPUD Park Maintenance Worker I position description, pay scale and authorize the General Manager to fill the position per OPUD hiring procedures subject to meet and confer with OE3.

Prepared by:

John Tillotson, P.E., General Manager

MEMORANDUM

From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator



DATE : September 12, 2019

TO : Board of Directors

CC : John Tillotson

RE : Proposed Pay Rate for Park Maintenance Worker I

Included in your board package is a position description for a Park Maintenance Worker I position.

The proposed hourly range for this position is as follows:

Park Maintenance Worker I	\$15.52	\$16.30	\$17.11	\$17.97	\$18.87
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OLIVEHURST PUBLIC UTILITY DISTRICT
PARKS AND RECREATION MAINTENANCE WORKER I

DEFINITION

Under general supervision, this is an entry-level position, which performs activities related building and grounds maintenance, including janitorial duties at parks and recreation facilities.

EXAMPLE OF DUTIES

- Plants, waters, mow, weeds, edges, trims, renovates and fertilizes turfs.
- Plants, transplants, stakes, removes, fertilizes, weeds, cultivated, prunes, waters and sprays plants, flowers, shrubs, and trees.
- Cleans walks and other facilities.
- Operates computerized irrigation controls.
- Loads and unloads trucks of refuse, trimmings, soil, sand, bark, rock, etc.
- Operates trucks, tractors, power mowers, edgers, and other power equipment and hand tools.
- Cleans and maintains playgrounds, swimming pool, restrooms, and buildings.
- Replaces broken and worn parts, paints and performs other maintenance and repair work on park and recreation equipment.
- Performs basic maintenance work in keeping equipment, tools, and other supplies in proper condition.
- Removes, installs, constructs park and recreation facilities and equipment.
- Participates in removing, topping, pruning and trimming trees and uses hand and power saws and other equipment to cut up branches and remove tree trimmings and stumps.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Building and grounds maintenance practices and procedures.

- Landscape maintenance materials.
- Safe use, purpose and maintenance of hand and power tools and power equipment.
- Swimming pool materials, maintenance, and practices.
- Proper recreational equipment materials, maintenance, and practices.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Maintaining accurate records and files.

Ability to:

- Follow both written and oral instructions.
- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Meet and respond to the public in a positive manner.
- Work closely with organizations, groups, and individuals.
- Establish and maintain effective working relationships with co-workers and the general public.
- Safely drive and operate vehicles and equipment.
- Safely operate hand and power tools.

JOB QUALIFICATION REQUIREMENTS

Minimum Requirements:

- Equivalent to the completion of the twelfth grade.
- Possession of valid Class C California Drivers License.

- Must be insurable by District's liability insurer.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.