



CITY FACILITIES CARETAKER

DEFINITION

Under general supervision, performs a variety of landscape and facilities maintenance, cleaning and repair of city facilities using a variety of hand tools and operating a variety of equipment; serves as liaison to the public, merchants, and business owners on maintenance concerns and issues.

SUPERVISION EXERCISED

Supervises subordinate part-time personnel and interns.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Respond and address concerns to merchants, businesses, residents, and transit passengers; provides follow-up and status reports; serves as a liaison for maintenance concerns and issues.

Repair irrigation systems including irrigation valves, sprinklers and electrical lines.

Maintain turf, plants and trees by aerating, seeding, mulching, fertilizing, applying chemicals, trimming and de-thatching; trim and groom shrubs, plants, and trees to the appropriate height; replace plants and mulch as needed.

Maintain and prepare sports fields for use, including maintenance of playground equipment and structures.

Clean and maintain facilities, recreational equipment and buildings; to include but not be limited to painting, electrical and carpentry as needed.

Make minor repairs to equipment and perform routine maintenance on equipment.

Replace damaged lighting and replace light bulbs when needed; replace damaged or worn electrical box covers.

Assist with storm clean up, traffic control and emergency situations.

Perform pressure washing as needed (sidewalks, pavers, seat walls, benches, buildings, playground equipment, trash receptacles and enclosures, site furnishings).

Remove all litter, debris, leaves, weeds, and graffiti as needed.

Report any items that may create a hazard or need to be replaced such as damaged or missing playground equipment; damaged or faded signs, furnishings and amenities.

Perform annual maintenance on site amenities, including but not limited to benches, tables, seat walls, waste receptacles, may include sanding, painting/staining.

Train, supervise, schedule, evaluate, motivate and discipline part-time personnel.

Perform related duties as assigned.

ASSIGNMENTS

Position will be assigned to either Old Town or Station Square location; may be requested to assist with other locations when there is a need.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment used in park, landscape and facilities maintenance and repair.

Basic irrigation maintenance and repair.

Techniques used in providing customer service.

Standard safety practices required in park, landscape and facilities maintenance and repair.

Supplies and equipment used in cleaning and maintaining buildings and facilities.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Occupational hazards and standard safety practices necessary in the area of work.

Principles and practices used in dealing with the public.



Record keeping and reporting.

ABILITY AND SKILL TO:

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Operate a variety of tools, equipment including power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, chain saws, chippers and sprayers.

Operate office equipment including computers, copying machines and phone systems.

Respond to questions and resolve issues from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

High School graduation and one (1) year park and/or facilities maintenance experience and customer service experience.

LICENSE OR CERTIFICATE

Must possess a California Driver's License and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to lift up to 90 pounds.



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Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet.

