

ROSSMOOR COMMUNITY SERVICES DISTRICT

JOB DESCRIPTION

MAINTENANCE/RECREATION ASSISTANT (Part-Time)

THE POSITION

This Maintenance/Recreation Assistant (part-time) reports to the Arborist, Park Superintendent, and/or Recreation Superintendent. The primary duty of this position is to patrol and maintain property owned by the Rossmoor Community Services District (RCSD) and ensure that facilities are operated in accordance with established policies and procedures.

Part-time, maximum of 19 hours per week. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Service District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

This part-time Maintenance/Recreation Assistant ensures that the RCSD property, facilities, parks, and trees are maintained at a high level. This includes restroom maintenance, trash pickup and general maintenance. Other duties include inspection of facilities, and interpretation of rules and regulations for the safety and welfare of all park users. Assists with community center and special event set up and take down; communicates effectively with the public and assists with office duties as needed; follows safe work practices; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic building, facility and park maintenance practices; knowledge of tools, equipment, and materials used in the maintenance of public property; ability to assist with special events and recreation programs; ability to work effectively with the public while promoting the organizational values of the District; knowledge of first aid, health, and safe working practices; ability to recognize and respond to public safety issues by following established procedures; and ability to follow direction and work as a team.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed outdoors, on-site in a variety of settings within the RCSD, such as a park, community center, facility, and/or playground environment. Some work may be performed in an office environment. Office work requires sitting for periods of time and the use of a computer keyboard and screen. An incumbent drives a vehicle on District business, will be exposed to the elements and sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and may walk on slippery and uneven surfaces, push, pull, drag, lift and carry supplies and program equipment weighing up to 50 pounds and lift equipment and supplies weighting up to 30 pounds from waist to overhead. An incumbent may perform emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned, an incumbent may also be exposed to dust and odors. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

DESIRABLE EXPERIENCE AND TRAINING

One year of experience in building and/or landscape maintenance, or recreation experience; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities needed for the position.

SPECIAL JOB-RELATED REQUIREMENTS

Valid California driver's license, with evidence of liability insurance.

Background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

(Revised: 03/23/2022)