

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Park & Recreation Coordinator - Outside

Page 1 of 4

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| DEPARTMENT: Administration | ACCOUNTABLE TO: Park & Recreation Supervisor | FLSA STATUS: Non-Exempt | | |
| SALARY RANGE: | 10, 12, 14 | | | |
| <p>CLASS SUMMARY: Incumbents are responsible for an exceptional guest experience at Santee Lakes Recreation Preserve, assisting in resolving routine problems, performing a variety of maintenance activities, protecting Santee Lakes facilities and resources, ensuring rule compliance and visitor safety, and serving in a variety of operational and administrative support activities. Duties include: establishing positive interactions with Santee Lakes’ guests and members of the local community; researching and assisting in resolving problems; assisting in the planning and implementation of various recreational activities, programs and special events; preparing and processing a variety of correspondence, documents and forms; observing, explaining, communicating and/or enforcing Santee Lakes policies, rules and regulations; monitoring vacancies at campground; performing routine inspection of facilities and identifying and removing potential safety hazards; repairing/constructing/maintaining all Santee Lakes equipment, furnishings, buildings and grounds; lake maintenance including operating specialized equipment, use of algacides and herbicides, and monitoring lake water quality; opening and securing facilities; summoning and facilitating response of local law enforcement agencies; and other duties as may be assigned.</p> | | | | |
| <p>DISTINGUISHING CHARACTERISTICS: The Park & Recreation Coordinator is a wide classification which encompasses all aspects of guest relations at Santee Lakes including the operation of the Volunteer Work Camper Program. Incumbents have significant contact with the general public. Employees in this position do not necessarily perform all of the essential duties listed. Specific Duties may be assigned at the time of hire and may periodically change over the course of employment based on the needs of the park. The Park & Recreation Coordinator is distinguished from the Park & Recreation Supervisor in that it has no supervisory responsibilities.</p> | | | | |
| Salary Grade 10 | Salary Grade 12 | Salary Grade 14 | DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
| C | C | P | 1. | Maintains Santee Lakes’ facilities, resources and habitat by repairing, maintaining and cleaning buildings, campsites, cabins, picnic areas, playground equipment, habitat, restrooms, pools, spa, sprayground, and landscape. Basic hand and power tool use (hammer, screwdriver, saw, drill, grinder, etc.) Ladder work, deep digging and confined space work. Coordinate work with independent contractors, as needed. |
| C | P | P | 2. | Diffuses and resolve sometimes tense/hostile situations with customers/guests. Works with all types of guests/customers including irate guests. |
| C | P | P | 3. | Opens and closes facilities. Sets up, prepares and takes down areas and facilities for group events and reservations. Carries after-hour’s duty phone as needed and resolves after-hours emergency situations. |
| C | P | P | 4. | Visually observes and inspects Santee Lakes for safety hazards. Ensures visitor safety and rule compliance. Issue |

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Park & Recreation Coordinator - Outside

Page 2 of 4

| | | | | |
|---|---|---|-----|---|
| | | | | written non-compliance rule citations (courtesy notices and fishing violation fines). Reports and documents incidents involving rule violations, accidents, vandalism and emergency response. When appropriate, summons and facilitates response of emergency or law enforcement agencies with jurisdiction over the related incident or issue. |
| C | C | P | 5. | Assists with the Park's Lake Maintenance Program. Duties include the use, handling, ordering, and maintaining the inventory of pesticides, algaecides, and herbicides, use and maintenance of Aquatic Weed Harvester and various pesticide spray rigs. |
| C | C | P | 6. | Prepares, and may file with appropriate agency, a variety of forms and documents such as correspondence, schedules and reports; maintains files and/or records. Carefully reviews and checks accuracy of information in work reports. |
| C | C | P | 7. | Assists in the planning and implementation of recreational activities and programs. |
| C | P | P | 8. | Performs RV appearance inspections and monitors campsites for rule compliance. Inspects RV storage facilities to ensure proper compliance of local and state government storm water permit. |
| C | C | P | 9 | Performs administrative work including utilizing guest/camper relationship management, inventory and reservation software systems, when required. |
| C | C | P | 10. | Administers CPR and minor first aid and ensures proper medical and emergency response supplies are on hand. |
| C | C | P | 11. | May coordinate and conduct various wildlife programs utilizing resources from local educational institutions, wildlife resources, public agencies, businesses and/or community service organizations. Examples include wood duck programs, fishing programs, injured animal rescue programs and coot eradication programs. |
| C | C | P | 12. | Assist with the day to day operation and coordination of the Volunteer Work Camper Program to include recruiting, interviewing, hiring, training, maintenance of the program, and problem solving |
| C | C | P | 13. | A Lead Park & Recreation Coordinator may also be responsible for the one or more of the following duties : Monitoring and adjusting lake water levels; collecting lake water samples; filing pesticide use reports with the County of San Diego; lake shoreline restoration projects; and/or |

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Park & Recreation Coordinator - Outside

Page 3 of 4

| | | | | |
|---|---|---|-----|--|
| | | | | coordination and evaluation (recruiting, interviewing, hiring, training, etc.) of a Volunteer Work Camper program. |
| C | C | P | 14. | Performs other duties of a similar nature or level. |

Competent - Having requisite or adequate ability or qualities.

Proficient - A through competence derived from training and practice.

Note: The Park & Recreation Coordinator - Outside is a broadband and the department policy has always been that a promotion through each step is not automatic. Each employee must demonstrate proficiencies at each step on a consistent basis before a promotion is recommended. The Park & Recreation Coordinator will be required to demonstrate proficiency in a salary grade before a promotion will be considered. Ultimately, the recommendation from the supervisor will require approval from both the department head and the General Manager.

Knowledge (position requirements at entry unless otherwise specified):

- Common public relations courtesies, practices and techniques;
- Customer service techniques;
- Methods of enlisting the support and cooperation of the public;
- Basic electrical, plumbing and building maintenance
- Basic knowledge of practices and techniques in the area of parks, campground and recreation;
- Basic retail store operation including merchandising, ordering, stocking desired;
- Demonstration of Safe boat operation within 6 months of hire;
- Demonstration of ability to operate a propane station within 3 months of hire;
- Basic understanding of California Fish and Wildlife Services laws and the ability to properly identify fish and wildlife within 1 year of hire;
- Ability to demonstrate proper techniques and use of various pesticides, algacides, and herbicides within 1 year of hire;
- Ability to demonstrate administration of chemicals and maintaining swimming pools within 3 months of hire;
- Ability to demonstrate irrigation system maintenance and repair for potable and reclaimed water within 1 year of hire;
- Ability to demonstrate operation of specialized equipment (dump truck, loader, and vactor) within 6 months of hire;
- Ability to demonstrate sewer lift station maintenance within 1 year of hire;

Skills (position requirements at entry):

- Reading, writing and performing mathematical calculations at the level required for successful job performance;
- Using diplomacy, tact and firmness in dealing with the public;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction;
- Understanding and carrying out oral and written instructions;
- Establishing and maintaining effective relationships with those contacted in the course of work;
- Working irregular hours, varied shifts, weekends and holidays, often alone;
- After-hours on call staff duty, on a rotating basis;
- Adhering to established procedural and safety requirements of the job as a constant job behavior and to use good judgment in responding quickly and reasonably to unanticipated personal safety problems;
- Using office equipment such as phones, copiers, fax machines, computers and tablets;

PADRE DAM MUNICIPAL WATER DISTRICT

CLASS SPECIFICATION

CLASS TITLE: Park & Recreation Coordinator - Outside

Page 4 of 4

- Using computers and related software applications;

Training and Experience (position requirements at entry, depending on area of assignment):

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Experience in one of the following areas (depending on area of assignment): (operation, maintenance and protection of a park, forest, recreational or work at a historical area sufficient to perform the essential duties of the job; OR An equivalent combination of education and experience sufficient to perform the essential duties of the job.

Licensing Requirements):

- Valid California Driver's License (at time of hire)
- C.P.R. and First Aid certificate (within 6 months of hire)
- Qualified Applicator Certification from the State of California (within 3 years of hire) - Preferred

Safety Priorities: Knowledge of: General office and field safety, safety when working around traffic in the public right of way, use and care of Personal Protective Equipment, safe storage and handling of hazardous chemicals, defensive driving techniques, and proper body mechanics when moving materials. Understanding of: Padre Dam's Safety Rules and Regulations, accident and injury reporting policies and Padre Dam's Policy and Procedures for Violence in the Workplace. Ability to: complete safety training and work in a safe and efficient manner.

Physical Requirements (depending on area of assignment):

Positions in this class typically require: standing for long periods of time, sitting, walking, driving, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Date: 4/98; Park & Campground Ops. Asst. and Park Customer Service Rep. Combined to Park Operations Coordinator 11/01; Rev. 1-02; 7/04 (title change from Park Operations Coordinator); 1/05, 04/2015 (Position separated from Inside Park & Recreation Coordinator), 11/15, 12/16, 04/21