

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Park Maintenance Coordinator

DEPARTMENT: Administration	ACCOUNTABLE TO: Park Operations Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	12, 14, 17	
<p>CLASS SUMMARY: Incumbents are responsible for an exceptional guest experience at Santee Lakes Recreation Preserve, performing a wide variety of general building, facility, and grounds maintenance; performing routine inspection of facilities and identifying and removing potential safety hazards; repairing/constructing/maintaining Santee Lakes equipment, furnishings, buildings and grounds; lake maintenance including operating specialized equipment, use of algacides and herbicides, and monitoring lake water quality; maintenance activities include: the ability to perform new installations, maintenance, and repairs to include masonry, plumbing, electrical, carpentry, drywall, mechanical and interior and exterior painting and finishes; estimating materials, tools, equipment, ordering parts for projects; and maintaining a safe and secure facility; assisting in resolving routine problems, 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; 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 Maintenance Coordinator is a classification, which encompasses all aspects of guest relations at Santee Lakes including maintaining the facility. 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.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
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.
2.	Maintains a safe and clean environment at Santee Lakes Recreation Preserve. Identifies, removes, or repairs potential hazards, protecting occupants from unsafe conditions.
3.	Provide scheduled maintenance inspections and repairs. Maintain a record of service cycles and other maintenance activities conducted. Maintains preventative maintenance records, reports, and files as required.
4.	Maintains, repairs, and constructs irrigation systems including timers, pumps, pressure regulators, and electronic valves.
5.	Performs routine to complex electrical, plumbing, masonry, and carpentry.
6.	Performs routine to complex HVAC, boiler and mechanical duties, inspecting, installing or replacing

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	filters, pumps, motors, controls and preventative maintenance.
7.	Diffuses and resolve sometimes tense/hostile situations with customers/guests. Works with all types of guests/customers including irate guests.
8.	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 emergencies.
9.	Visually observes and inspects Santee Lakes for safety hazards. Ensures visitor safety and rule compliance. Issue 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.
10.	Assists with the Park's Lake Maintenance Program. Duties include the use, handling, ordering, and maintaining the inventory of pesticides, algacides, and herbicides, use and maintenance of Aquatic Weed Harvester and various pesticide spray rigs.
11.	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.
12.	May assist in the planning and/or implementation of recreational activities and programs.
13.	Performs RV appearance inspections and monitors campsites for rule compliance. Inspects RV storage facilities to ensure proper compliance of local and state government, stormwater permit.
14.	Administers CPR and minor first aid and ensures proper medical and emergency response supplies are on hand.
15.	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 nesting programs, fishing programs, injured animal rescue programs and coot eradication programs.
16.	Performs administrative work including utilizing guest/camper relationship management, inventory and reservation software systems, when required.
17.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Maintenance and repair techniques for carpentry, masonry, plumbing, mechanical and electrical work;
- Landscaping maintenance;
- Basic computer usage;
- OSHA regulations and employee safety requirements;

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- Current building codes, standards and best practices;
- Common public relations courtesies, practices and techniques;
- Customer service techniques;
- Methods of enlisting the support and cooperation of the public;
- Demonstration of Safe boat operation within 6 months of hire;
- Demonstration of ability to operate a propane station within 3 months 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 sewer lift station maintenance within 1 year of hire.

Skills (position requirements at entry):

- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to plan and prioritize work orders as they are requested using tracking systems;
- Ability to perform maintenance and repairs for carpentry, masonry, plumbing, mechanical and electrical work;
- Ability to read construction documents including schematics, blueprints and drawing as-builts;
- Competent in the safe and proper use of hand, power and powder actuated tools;
- Ability to identify electrical hazards and work safely around electrical equipment and construction sites;
- Reading, writing and performing mathematical calculations at the level required for successful job performance;
- Using diplomacy, tact and firmness in dealing with the public;
- 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.

Training and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.)
- One year experience in facilities maintenance, grounds maintenance, or construction trade; OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License
- 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

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Safety Priorities: Use of proper safety methods, techniques and precautions on all tasks. Works safely at heights and on equipment. The ability to identify confined spaces and permit required confined spaces and follow safety procedures for each. Safe and proper use of hand and portable hand tools. Proper use of personal protective equipment as it applies to each aspect of the position. Adherence to all traffic laws, ordinances and rules. Appropriate safety precautions, procedures and practices to maintain a safe work environment as it relates to defensive driving, equipment operation, electrical hazards and hazardous chemicals.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, extreme temperatures; chemicals, oils and intense noises.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Date: New 11/03/21