



We're Hiring

Parks Maintenance Worker II

\$23.23 - \$30.19 per hour

Hours:

M-F 7:00 am-3:30 pm with occasional overtime required

Job Listing Closes: 01/03/2025

NOTE:

Interviews will be held on 01/14/2025

Apply Now!



Online:
www.pphcsd.org/employment



Candidate Requirements:

Candidate will perform various duties in park maintenance, construction, landscaping, opening/closing restrooms and facilities, and routine maintenance.

- Minimum one (1) year park maintenance experience or equivalent
- Ability to perform manual labor & janitorial tasks
- Excellent customer service skills
- Ability to work independently
- Safely operate tools, equipment, and vehicles

Phelan Piñon Hills
Community Services District
www.pphcsd.org
760-868-1212



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

Phelan Piñon Hills Community Services District

Job Opportunities

JOB TITLE: Parks Maintenance Worker II – Full Time – Regular

\$23.23 - \$30.19 per hour

Full Time, Non-Exempt, CalPERS Retirement, Health Insurance,
Life, LTD, AD&D, EAP, Tuition Reimbursement

Posting Date: December 10, 2024

Closing Date: January 3, 2025

APPLICATION PROCEDURE/FILING DEADLINE

A Phelan Piñon Hills Community Services District employment application is required, no exception. The attached supplemental questionnaire is also required. Additional items, such as a resume may also be attached, however they will not be accepted in lieu of the District employment application or supplemental questionnaire.

Filing Deadline: January 3, 2025. Only qualified applicants will be invited to interview.

Selection Process Timeline:

Application Deadline:	01/03/2025 – 5pm
Interviews:	01/14/2025
Start Date:	ASAP

NOTE: The Phelan Piñon Hills Community Services District reserves the right to modify the filing deadline and selection process timeline as necessary.

* The District may choose to limit the acceptance of applications to the first 50 received. Early submittal is recommended to ensure acceptance.

RECRUITMENT PROCESS

HOW TO APPLY: Applications must be filled out completely and must clearly show that the qualification requirements are met. A resume will not be accepted in lieu of the official application form. All statements are subject to investigation and verification. Applications must be received in the Human Resources Department no later than the filing deadline date listed on this announcement. Applications postmarked on the filing deadline and received after the deadline time and date will not be considered timely. Faxed applications will not be accepted. If you have not received notification regarding the status of your application within two weeks of the closing date, please notify Human Resources. Applicants are responsible for promptly notifying the Human Resources Department of any change of address and/or telephone number.



NOTE: Phelan Piñon Hills Community Services District's hours of operation are as follows: Monday–Friday 8:00 a.m. to 5:00 p.m. except certain holidays. Complete the electronic application online at <https://www.pphcsd.org/employment> or visit the District office for a paper application form. Please contact the District office at 760-868-1212 for questions regarding this opportunity or your application.

EXAMINATION: The Phelan Piñon Hills Community Services District reserves the right to rate applicants based on a review of the application materials and to invite only the most qualified applicants to participate in successive parts of the selection process consisting of one or more of the following:

1. A written examination of technical knowledge, skills, and abilities.
2. A technical oral examination of education, experience, training and personal suitability for the position will be evaluated by appearance before an interview board.
3. A performance examination for demonstration of technical and manual skills (i.e., equipment operation, software & application usage).
4. A supplemental questionnaire for measurement of education, experience, and training.

PROTEST PROCEDURE: In order to challenge any phase of the recruitment process, a letter must be directed to the Human Resources Department and received no later than four (4) working days following the date you received notification of the results of any action taken. Any protest must include rationale to support the protest. You will receive a response in writing of any action taken with regard to the final decision.

ADA ACCOMMODATION: Individuals with disabilities who require accommodation in the application or testing process must provide, at time of application, documentation from a qualified authority of the need for accommodation.

FULLTIME REGULAR EMPLOYEE BENEFITS

SALARY: Employees typically start at the minimum salary range.

VACATION: Paid vacation is based on years of service: 10 days for 1-4 years; 15 days for 5-9 years, 20 days for 10-20 years, 25 days for 20+ years.

SICK LEAVE: Beginning with the date of employment, sick leave accrues at 3.692 hours per pay period.

HOLIDAYS: An average of 88 holiday hours per year.

MEDICAL/DENTAL/VISION INSURANCE: Available for regular employees and their eligible dependents.

LIFE INSURANCE: District paid coverage of 1 times the annual earnings exclusive of overtime or bonus, to a maximum of \$150,000. Supplemental Life insurance available, paid for by the employee.

RETIREMENT: CalPERS; The District does not participate in Social Security for regular employees.



LONG TERM DISABILITY: District-paid benefit provides 60% of salary after 90 days of disability for full-time employees.

EMPLOYMENT INFORMATION

MEDICAL STANDARDS: Applicants will be required to pass a medical examination and drug test prior to appointment for employment. Failure to meet medical standards may result in withdrawal of appointment.

DIRECT DEPOSIT: All new hires are required to enroll in the direct deposit program.

IMMIGRATION LAW: Prior to employment, applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States, as required by the Immigration and Reform Act of 1986.

INTRODUCTORY PERIOD: All regular employees must satisfactorily complete a one-year introductory period.

DMV PRINTOUT: The District will obtain a DMV check on all regular employees.

DRUG AND ALCOHOL TESTING: Applicants who are considered for hire must submit to and pass drug and alcohol testing prior to appointment. Some classifications are subject to ongoing random drug and alcohol tests in accordance with District policy and/or State and Federal laws.

BACKGROUND TESTING: Applicants who are considered for hire must submit to and pass a background screening prior to appointment.

4176 Warbler Road, Phelan, California 92371 * (760) 868-1212 * Website: www.pphcsd.org

*The provisions of this document do not constitute an expressed or implied contract.
Any provision contained herein may be modified or revoked without notice.*



Phelan Piñon Hills Community Services District

Job Description

JOB TITLE: Parks Maintenance Worker I & II

EXEMPT:	No	SALARY LEVEL PMW I:	2
DEPARTMENT:	Facilities & Maintenance	SALARY LEVEL PMW II:	6
REPORTS TO:	Parks Operations Supervisor		
APPROVED:	July 5, 2024		

SUMMARY:

Parks Maintenance Worker I:

Under close or general supervision, performs entry-level duties as assigned in maintenance and/or construction of District Parks, other recreational or landscaped areas; performs routine maintenance on buildings and facilities, landscape areas, playground equipment, parkways; opens/closes restrooms and facilities, janitorial cleaning including restocking of products at each facility; reports any facility problems, vandalism or illegal activities; empties refuse containers; light tree trimming or pruning; and performs related duties as assigned.

Parks Maintenance Worker II:

Under general or minimal supervision, performs a wide variety of skilled duties as assigned in park maintenance and/or construction of District Parks, other recreational or landscaped areas; opens/closes restrooms and facilities; responds to complaints from public; performs routine maintenance on buildings and facilities, landscape areas, playground equipment, parkways; provides general maintenance to landscape areas including but not limited to fertilizing, aerating, weeding, pruning, mulching, planting small trees, ground cover, shrubs and turf areas; provides irrigation repairs including irrigation heads, nozzles and setting controllers; light bulb replacement and other minor repair items including painting, small carpentry jobs, park equipment replacement, and general table repair; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Parks Maintenance Worker I is the entry-level class in the Parks Maintenance Worker series. Initially, under immediate supervision, incumbents perform a variety of landscape maintenance, janitorial and custodial duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This classification distinguishes itself from the Parks Maintenance Worker II and III flex positions as those positions perform job duties at the journeyman level.

The Parks Maintenance Worker II is the journey-level class in the series, able to perform duties under general supervision. This class is distinguished from the lower classification of Parks Maintenance Worker I by the greater level of independence in which duties are performed; broader experience and working knowledge with irrigation systems, equipment operation, horticultural practices and basic building maintenance and construction practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Responsibilities and duties may include, but are not limited to, the following)

Parks Maintenance Worker I

- Participate in the upkeep of public parks, parkways, buildings, grounds, and other landscaped areas.
- Clean buildings and facilities, landscape areas, playground equipment, bleachers, picnic tables and shade structures.
- Empty refuse containers.
- Clean and maintain tools and equipment used on the job.
- Observe safety rules.
- Perform routine playground safety checks.
- Perform routine manual labor.
- Clean and stock restroom products at each facility.
- Open and close restrooms and facilities by locking and unlocking doors.
- Edge, sweep, and rake public parks and landscape areas.
- Report any facility problems, vandalism or illegal activities to his/her immediate supervisor and/or the Sheriff's Department.
- Perform janitorial and cleaning of park areas.
- Perform other duties as assigned.

Additional Requirements for Parks Maintenance Worker II

- Fertilize, aerate, weed, prune, mulch, and cultivate landscaped areas; including small trees, ground cover, shrubs, and turf.
- Inspect and perform small simple maintenance of irrigation systems including sprinklers, valves, nozzles, heads, irrigation pipe breaks and set controllers to ensure safe and proper operation.
- Assist other crews or departments with special projects or events.
- Operate pickup trucks, backhoes, loaders, tractors, and other motorized vehicles and equipment.
- May explain tasks, assist in training, and provide oversight of subordinate employees or volunteers.
- May over seed or sod turf areas.
- Troubleshoot and repair irrigation systems.
- Performs routine playground safety checks.
- Follow up and complete assigned work orders.

CERTIFICATES, LICENSES, REGISTRATIONS, & SPECIAL REQUIREMENTS:

- A valid Class "C" California Driver's License
- Ability to maintain insurability under the District's Vehicle Insurance Policy.
- Ability to work extended hours, including nights, weekends, and holidays

EDUCATION AND/OR EXPERIENCE:

Requirements for Parks Maintenance Worker I:

- High school diploma, or equivalent required.

- General maintenance and/or janitorial work experience; or an equivalent combination of education and experience.

Additional Requirements for Parks Maintenance Worker II Class:

- Minimum of one (1) year experience in park maintenance working as a Park Maintenance Worker I or equivalent; or an equivalent combination of education and experience.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Requirements for Parks Maintenance Worker I:

- Basic principles, safety regulations, techniques, tools, and equipment used in park maintenance and landscape projects as they apply to assigned responsibilities.
- Computer applications related to position.
- Geography and location of District parks.
- Codes, ordinances, and regulations pertaining to park maintenance and vehicle use.

Requirements for Parks Maintenance Worker II:

- Principles, safety regulations, techniques, tools, and equipment used in park maintenance and landscape projects as they apply to assigned responsibilities.
- Computer applications related to position.
- Geography and location of District parks.
- Codes, ordinances, and regulations pertaining to park maintenance and vehicle use.

ABILITY TO:

All Classes:

- Act professionally with officials and the public.
- Establish and maintain highly effective working relationships with those contacted in the course of work.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Safely and effectively operate District vehicles, tools, and equipment used in park maintenance.
- Complete and maintain accurate records and reports.
- Use written and oral communication skills.
- Read and interpret data, information, and documents.
- Maintain records and prepare clear and concise reports, records, and other written documentation.
- Operate a computer and use word processing, spreadsheets, database, and other business software.

- Analyze and solve problems.
- Observe and interpret situations.
- Use shop mathematics.
- Operate general standard office equipment.
- Deal with changing, intensive deadlines.
- Work independently and as part of a team.

TYPICAL PHYSICAL DEMANDS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All Classes:

- Perform manual labor and work outdoors in varying weather conditions.
- Work in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes.
- May be exposed to high places, street/road traffic, toxic or caustic chemicals, and areas where there is a risk of electrical shock.
- Use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Climb, balance, stoop, kneel, crouch, crawl, walk, and smell while performing duties.
- Stand and walk for extended time periods and on uneven terrain.
- Hearing and vision within normal ranges with or without correction.
- Drive in all weather conditions.
- Write or use a keyboard to communicate through written means.