



# Midpeninsula Regional Open Space District

## **SEASONAL OPEN SPACE TECHNICIAN**

### **DEFINITION**

Under direct supervision, performs semi-skilled work in the construction, modification, maintenance, restoration, and repair of District lands and facilities, including trail maintenance, resource management tasks, and general building and field maintenance; uses and operates a variety of manual and power tools and equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from assigned supervisory or management personnel. Exercises no supervision over staff.

### **CLASS CHARACTERISTICS**

This is an entry-level classification that performs general construction and maintenance duties required to ensure that District land and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. Positions at this level usually perform most of the duties required of the Open Space Technician, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs semi-skilled construction, maintenance, restoration, and repair activities of District properties and related facilities to ensure safe and efficient access for the public and staff.
- Performs trail maintenance and construction duties, including trail brushing, clearing downed trees, erosion control, and tread restoration; assists in maintaining drainage systems, trail bridges, culverts, fences, and gates.
- Performs general facilities maintenance and custodial duties, including semi-skilled carpentry, painting, and plumbing tasks, cleaning, stocking, and repairing restrooms and equipment, changing lights, and picking up trash.
- Performs resource management tasks, including identifying, removing, and spraying non-native invasive plants.
- Assists in various construction projects, such as the maintenance of roads and parking lots; assists in installing and controlling traffic around work sites to ensure safe conditions for the general public and District workers.
- Operates and maintains a variety of hand and power tools and equipment related to the construction, maintenance, and repair of District properties and related facilities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Responds to complaints and answers questions from public or escalates to supervisor, as necessary; responds to and performs work in emergency situations as required.
- May assist in directing volunteer and California Conservation Corps projects; inspects work to ensure quality control, proper use of equipment, and safety of participants.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces and related facilities.
- The operation and minor maintenance of a variety of hand and power tools and light equipment.
- Occupational hazards and safety equipment and practices related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Learn and perform basic construction, modification, maintenance, and repair work.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work.
- Perform routine equipment maintenance.
- Learn traffic control procedures and traffic sign regulations.
- Learn local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration.
- Learn District lands and boundaries.
- Learn applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Education and Experience:**

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

High school diploma or G.E.D. Experience in construction, maintenance, and/or repair of parks, open spaces, and/or related facilities highly desirable.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. May involve exposure to wild, and/or dangerous animals. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work evenings, weekends, and holidays. Must wear prescribed District uniform and adhere to strict safety procedures and work habits.

EFFECTIVE: December 2011

REVISED: N/A

FLSA: Non-Exempt