



Midpeninsula Regional Open Space District

LEAD OPEN SPACE TECHNICIAN

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing construction, modification, maintenance, restoration, and repair of District land and facilities, including trail construction and maintenance, resource management tasks, and building and field maintenance; sets priorities and directs the work of assigned staff on a project or day-to-day basis; skillfully operates a variety of power tools and heavy equipment; responds to requests and inquiries from the public and provides visitor information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Maintenance, Construction, and Resource Supervisor. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Open Space Technician series that performs the most complex duties required to ensure that District land and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the construction, maintenance, and repair of assigned areas and facilities. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Maintenance, Construction, and Resource Supervisor in that the latter is the full supervisory-level class and has responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in open space maintenance and construction operations.

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.

- Provides technical and functional supervision to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; provides feedback on employee evaluations and evaluates seasonal employees performance; participates in performing complex and specialized construction, maintenance, restoration, and resource management work to ensure safe and efficient access for the public and staff.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Maintenance, Construction, and Resource Supervisor; communicates status of projects to appropriate personnel, working cooperatively to schedule projects in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned District properties and facilities for construction and maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.

- Orders supplies and equipment for work projects; researches vendors and negotiates prices; maintains records of purchase orders; monitors expenditures; may estimate costs of construction and maintenance work, supplies, equipment, and materials.
- Inspects and evaluates work in progress and upon completion to assure that projects are performed in accordance with District standards and specifications.
- Performs trail and road maintenance and construction duties, including trail brushing, clearing downed trees, erosion control, and tread restoration; maintains and constructs drainage systems, trail bridges, culverts, fences, and gates.
- Performs resource management tasks, including identifying, removing, and spraying non-native invasive plants, pest control, identifying habitat concerns, and participating in data collection projects as assigned; provides information to resource management staff as needed.
- Performs facilities and structure construction and maintenance, including semi-skilled and skilled carpentry, painting, electrical, and plumbing tasks, general custodial duties, and water system installation and maintenance.
- Coordinates construction and maintenance projects, including evaluating project site, ensuring availability of equipment and materials, calculating measurements, reading and interpreting technical specifications and plans, and recommending and implementing changes as needed.
- Installs and controls traffic around work sites to ensure safe conditions for the general public and District workers.
- Operates and maintains a variety of mechanical and power tools and heavy equipment such as chain saws, drills, brush cutters, excavators, power augers, tractor loaders, mowing tractors, all terrain vehicles, wood chipper, dump trucks, trailers, and various hand tools required for construction, carpentry, plumbing, and maintenance duties performed.
- Provides support for controlled burns and various emergency services, such as wild land fire suppression, search and rescue, and medical response; controls traffic and monitoring affected areas to ensure the safety of the public and staff; provides First Aid and CPR as needed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Oversees volunteers, California Conservation Corps, seasonal workers, and/or other groups on assigned projects; inspects work to ensure quality control, proper use of equipment, and safety of participants; provides feedback on performance of assigned groups.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Receives and acts upon complaints, referrals, and concerns from the public; responds to and performs work in emergency situations as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.
- Principles and standard practices of several trades as they apply to construction, maintenance, and repair of open spaces, parks, and related structures, including carpentry, plumbing, electrical, painting, and irrigation work.
- Principles and practices of resource management, including weed management and habitat restoration.
- Local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration and District lands and boundaries.
- The operation and minor maintenance of a variety of hand and power tools and light equipment.
- Traffic control procedures and traffic sign regulations.

- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, computer equipment, and basic computer applications.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of open space maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in construction, maintenance, resource management, and related projects in the assigned functional area(s).
- Perform a variety of construction, modification, maintenance, and repair work with accuracy, speed, and minimal supervision.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work; perform routine equipment maintenance.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Maintain accurate logs, records, and basic written reports of work performed.
- Give, as well as, understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective 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:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in park maintenance, resource management, or a related field and three (3) years of experience in construction, maintenance, and/or repair of parks, open spaces, and/or related facilities.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License and required endorsements within nine (9) months of employment.
- Possession of, or ability to obtain, Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification within six (6) months of employment.

- Depending on assignment, possession of, or ability to obtain, a valid Grade I Water Treatment Operator Certificate and Grade I Water Distribution Operator Certificate issued by the California Department of Public Health (CDPH).

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. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment.

EFFECTIVE: July 2015
REVISED: N/A
FLSA: Non-Exempt