



# Midpeninsula Regional Open Space District

## **OPEN SPACE TECHNICIAN**

### **DEFINITION**

Under general supervision, performs a variety of semi-skilled and skilled work in the construction, modification, maintenance, restoration, and repair of District land and facilities, including trail construction and maintenance, resource management tasks, and general building and field maintenance; uses and operates a variety of manual and power tools and 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 no direct supervision over staff. May provide technical and functional direction to assigned seasonal staff and/or volunteers.

### **CLASS CHARACTERISTICS**

This is the full journey-level class in the Open Space Technician series that performs the full range of 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. Positions perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. This class is distinguished from Lead Open Space Technician in that the latter is responsible for technical and functional supervision of lower-level staff and is capable of performing the most complex duties assigned.

### **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 a variety of semi-skilled and 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 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.
- Participates in construction and maintenance project coordination duties, including evaluating project sites, developing materials lists, calculating measurements, reading and interpreting technical specifications and plans, and recommending and implementing changes as needed.

- 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 mechanical and power tools and equipment such as chain saws, drills, brush cutters, excavators, power augers, tractor loaders, mowing tractors, all terrain vehicles, wood chipper, and various hand tools required for construction, carpentry, plumbing, and maintenance duties performed.
- Inspects assigned areas for future work projects; completes and submits work orders.
- 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.
- Provides needed information and trainings on how to perform certain work tasks to new and/or seasonal employees.
- 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.
- Inspects facilities and work areas to ensure a safe work environment; conducts inspections to ensure safe storage and disposal of hazardous materials.
- 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:**

- 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.
- Basic principles and practices of resource management, including weed management and habitat restoration.
- 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:**

- 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.
- Learn local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration.
- Learn District land and boundaries.
- Maintain accurate logs, records, and basic written reports of work performed.
- 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:**

High School Diploma or G.E.D. supplemented by college-level coursework in park maintenance, resource management, or a related field and one (1) year of experience in construction, maintenance, and/or repair of parks, open spaces, and/or related facilities.

**Licenses and Certifications:**

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

**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: December 2011

REVISED: March 2017

FLSA: Non-Exempt