Gold Bug Maintenance and Operations Specialist

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction of the Parks and Facilities Maintenance Superintendent and the Director of Public Services, leads, oversees, and participates in the work of staff and volunteers responsible for the historical preservation, protection, operation, and maintenance of the Gold Bug Park including the stewardship, inspection, maintenance, planning, design, and repair of park interpretive exhibits, grounds, facilities, and equipment; performs a wide variety of administrative and operational duties in support of Park public relations, customer service, marketing, and educational programs; and performs a variety of technical tasks relative to assigned areas of responsibility.

IDENTIFYING CHARACTERISTICS

This is a single position classification responsible for the maintenance and operation of the Gold Bug Park. Positions at this level provide lead supervision to assigned staff and volunteers, perform the more technical maintenance related work, and perform a variety of specialized duties related to the administration and operation of the Gold Bug Park. This position operates with autonomy and has discretion in planning and completing a wide variety of activities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Directs the day-to-day work activities associated with the maintenance and operation of the Gold Bug Park; assumes responsibility for the day-to-day administration, management, and maintenance of Park grounds, facilities, and equipment.

2. Leads, plans, schedules, trains, and reviews the work of staff and volunteers responsible for performing a variety of duties in support of the maintenance and operation of the Gold Bug Park; coordinates with staff, subcontractors, and volunteers in the planning, inspection, construction, and maintenance of Park related property.

3. Directs and participates in the development of interpretive and educational exhibits; plans, researches, designs, constructs, and re-creates historical displays for public instruction and interpretation.

4. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.

5. Operates, provides training in the operation of, and supervises the use, care, and operation of construction and maintenance equipment and hand and power tools including truck, spray equipment, welder, saws, and rock drilling equipment; maintains tools and assigned equipment; performs preventive maintenance on equipment.

6. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures; performs safety and maintenance inspections.

7. Performs a variety of financial planning and management duties associated with the Park; participates in budget development including to communicate Park financial needs to the Park Development Committee and Departmental management staff; monitors budget expenditures; applies grant monies and directs private funds; tracks use of funds; reconciles fees; manages Park assets and oversees programs to generate income.

8. Participates in the development of goals and objectives related to the administration, operation, and maintenance of the Park; participates in the development and implementation of related policies and procedures; recommends changes and improvements to existing Park features.

9. Serves as liaison to the general public and school systems of behalf of the City; answers inquiries regarding Park operations; designs, schedules, and directs tours; provides historical and cultural information to interested parties.

10. Provides staff support to the Park Development Committee and to City staff in the development of short and long term objectives; prepares various documents and reports; meets with commissioners and other functionaries as required.

11. As necessary, performs the full range of Maintenance Worker I/II duties; performs a variety of maintenance, repair, and construction work on various City facilities, structures, and systems including in the areas of City parks, buildings, streets, sidewa1ks, storm drains, water distribution, and wastewater collection systems; performs a variety of semi-skilled and heavy physical labor.

12. Conducts traffic control when working in traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.

13. Participates in the selection of new staff and volunteers; participates in interviewing and evaluating perspective contractors for major projects.

14. Utilizes proper safety precautions related to all work performed.

15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a Park operations and construction, maintenance, and repair program.

2. Park administration principles and practices.

3. Principles and practices used in the development of educational programs.

4. Cultural and historical resources.

5. Marketing theories, principles, and practices and their application to assigned programs and operations.

6. Basic procedures, methods, and techniques of budget preparation and control.

7. Principles of lead supervision and training.

8. Project planning, implementation, development, and monitoring principles and practices.

9. Occupational hazards and standard safety practices.

10. Types and level of maintenance and repair activities generally performed in a park maintenance program.

11. Materials, methods, terminology, and tools used in the maintenance and repair of Park exhibits, structures, and facilities.

12. Methods and techniques of conducting on-site work inspections.

13. Pertinent federal, state, and local laws, codes, and regulations.

14. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

15. Proper procedures used in the maintenance and repair of hand and power tools.

16. Practices and procedures of traffic control.

17. Principles and practices of record keeping.

18. Basic office procedures, methods, and equipment including computers and supporting software applications.

Ability to:

1. Lead, organize, and review the work of staff.

2. Oversee the maintenance and operation of the Gold Bug Park.

3. Develop relationships and partnerships with volunteer groups and other outside agencies and organizations.

4. Develop marketing and educational activities.

5. Independently perform the most difficult general construction, maintenance, and repair work related to the area of work assigned.

6. Restore and maintain historical equipment and structures.

7. Interpret, explain, and enforce department policies and procedures.

8. Understand community leisure and educational requirements in order to determine recreation and educational needs.

9. Instruct the public in a classroom setting.

10. Participate in the development of long-range planning goals for Park development.

11. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.

12. Maintain and repair a variety of tools and equipment.

13. Ensure adherence to safe work practices and procedures.

14. Maintain records including time and material use records.

15. Participate in budget development and administration.

16. Safely drive and skillfully operate power equipment and hand tools.

17. Work independently in the absence of supervision.

18. Understand and follow oral and written instructions.

19. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

20. Communicate clearly and concisely, both orally and in writing.

21. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:
Equivalent to the completion of the twelfth grade. Specialized training or college level course work in construction technology, maintenance, history, or related field is desirable.

Experience:
Three years of increasingly responsible experience in park maintenance and operations including general maintenance, repair, and construction experience comparable to a Maintenance Worker I/II with the City of Placerville.

License or Certificate:
Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:
Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work underground and at heights.

Physical:
Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision:
See in the normal visual range with or without correction.

Hearing:
Hear in the normal audio range with or without correction.

Date Established: Date
Date Revised: June, 2004
Johnson & Associates