

## **EAST BAY REGIONAL PARK DISTRICT**

### **PARK CRAFT SPECIALIST**

#### **GENERAL FUNCTION:**

Under supervision, performs skilled work, and semi-skilled and unskilled maintenance and other tasks on District properties and facilities in support of the operation, development, and resource protection of the District's parklands and trails; and performs other work related to the day-to-day operation of the work unit. In addition to the essential tasks of Park Ranger I and II, performs work of a higher skill and may be assigned the responsibility to lead or instruct others.

#### **ESSENTIAL FUNCTIONS:**

The essential functions include, but are not limited to:

- Maintains buildings and grounds, to include constructing and repairing cribwalls, asphalt pavement, rock walls, fences, stairs (new construction limited to two risers or less), gates, shelves, etc.; fabricating, installing and repairing signs and trail markers; replacing, making minor repairs to, and/or maintaining rest rooms, showers, pumps (limited to monitoring and lubrication), etc.; monitor lift stations and water treatment facilities; trimming, pruning, cutting, stumping, and removing trees; planting trees; rough mowing and weedeating; welding, using aluminum, steel, etc. to fabricate and modify parts and to repair gates, fences, etc.; installing, repairing, and adjusting irrigation systems; placing non-reinforced concrete pads, installing barbeque pits and erosion culverts, etc.; laying asphalt to fill cracks and other minor jobs; and preparing and painting a variety of surfaces.
- Performs project work consistent with applicable codes; develops simple shop drawings; estimates and arranges for necessary equipment, crew members, and supplies; prepares contracts and purchase requisitions; supervises crews during performance of the work; oversees or personally accomplishes work from conception to completion.
- Operates, transports, inspects, and maintains a variety of equipment, e.g., 4-wheel drive vehicles, lawn mowers, tractors, trucks, boats, ATV's, chippers, etc.; troubleshoots and repairs equipment, such as chain saws, weed eaters, and generators. Uses a variety of hand and power tools.
- Performs routine maintenance tasks, such as hauling debris, maintaining rock walls, adding gravel to roads, pathways, and walkways; clearing brush; etc.
- Patrols parks, trails, and waterways to check for potential hazards, assist in protecting the natural resources of parks and trails by monitoring the impact and activities of grazing operations, parks users, etc., and to ensure park users adhere to park rules and regulations; provides information to District visitors and users and responds to complaints; may supervise volunteers and crews from other agencies; and leads other park staff in the preparation for and completion of special projects.
- Performs administrative tasks, such as ordering and purchasing supplies, preparing reports, monitoring and enforcing contracts and lease agreements, completing fixed asset inventories, etc., and acting as Supervisor. May operate a personal computer.

Roads and Trails Option

- Operates a variety of equipment, e.g., emulsion oilers, power curbers, sand and chip spreaders, vibraplates, power rammers, and walk-behind or ride-on rollers (2- to 15-ton); operates other vehicles and equipment, such as tractors, front-end loaders, sweepers, forklift trucks, bobtail and large dump trucks, water trucks and service trucks.
- Repairs and installs concrete, plastic, and metal culverts using acetylene torches, tampers, etc.
- Constructs, and/or repairs a variety of structures, erosion control, and drainage systems, e.g., French drains, blanket drains, washouts, landslides, gabion walls, cribblocks, bin walls, etc.; installs or removes fishing docks, diving docks, and other heavy structures using approved rigging and winching techniques.
- Constructs and repairs fire, horse, and hiking trails using hand tools, chainsaws and equipment; checks grades and slopes using land level, builder's level and laser level; constructs and repairs paved and rocked parking lots and staging areas; reads and interprets survey stakes and blueprints.
- Transports vehicles, equipment, and materials to and from job sites, e.g., culverts, sand, gravel, asphalt, sand, rip-rap, etc.
- Organizes and leads crews in the construction and repair of asphalt roads; removes or reduces road hazards using a variety of methods, techniques, and tools, such as crack sealer, slurry seal, cold patch and hot mix. Makes decisions in the field with respect to design and construction.

OTHER FUNCTIONS AND DUTIES:

Other tasks related to this position will include: assisting with special events; attending meetings; maintaining tool inventories, replenishing appropriate materials as necessary; maintaining personal protective gear. Performs related tasks as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to completion of high school, AND

Experience: Five years experience in maintenance, construction or similar work environment which demonstrates the ability to perform the duties of this classification.

OR

Three years in the East Bay Regional Park District classification of Park Ranger II.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of materials and tools used by the craft in the performance of project work. Ability to perform a variety of maintenance and repair skills. Ability to operate and maintain a variety of tools, equipment, and vehicles. Ability to inspect work sites to determine scope of work, materials and equipment needed, and to anticipate difficulties which may be encountered. Ability to lift and/or move up to 60 pounds. Ability to direct and coordinate crews in scheduling,

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organizing, and completing projects, including outside contractors. Ability to communicate effectively both orally and in writing. Ability to work outside and under adverse working conditions, including the ability to walk on steep and/or uneven terrain. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification. Employees in this classification must be willing to conform to District uniform standards and to possess and maintain the ability to wear a respirator.

**Position #1**

For assignment at **Del Valle Regional Park**, a valid State of California Water Treatment Plant Operator Grade 2 License is required. The license must be obtained within 2 years after being hired, transferred or promoted into the position and must be maintained on a current basis. Failure to obtain or maintain the license will result in the incumbent being removed from the position. A 2% salary differential is authorized when the State of California Water Treatment Plant Operator Grade 1 License is obtained and another increase of 5.5% is authorized when the State of California Water Treatment Plant Operator Grade 2 License is obtained. The full 7.5% salary differential is authorized as long as a current Grade 2 License is maintained.

**Position # 2**

This position is assigned at **Del Valle Regional Park**. The assigned duties of the position are to provide maintenance for buildings, ground and mechanical systems at **Camp Arroyo**, and may be required to provide assistance as needed at Del Valle. Candidates for this position must meet the minimum requirements for the Park Craft Specialist classification.

For assignment at **Contra Costa Trails and Roads and Trails** Units, a valid California Class A driver's license is required. The license must be obtained within six months after being hired, transferred or promoted into the position and must be maintained on a current basis. Failure to obtain or maintain the license will result in the incumbent being removed from the position. A 5% salary differential is authorized as long as a current license is maintained. (Incumbents will not be eligible for acting pay and commercial driver's license incentive when transporting.)

REPORTS TO: Park, Trails, or Work Unit Supervisor

SUPERVISES: No permanent supervisory responsibility; may supervise volunteers, seasonal workers, and outside crews. May act as lead person on a project basis.

Employment Category: AFSCME (monthly salary range as of March 22, 2003: \$4,043.87 - \$4,400.93)

Adopted by Board: May, 1978

Salary Differential Revisions Adopted by Board: Resolution No. 1999-12-275, Resolution No. 2003-07-142.

Position #2 Adopted by Board: Resolution No. 2004-9-184

Revision Approved by the General Manager: October 5, 2004