



Conejo Recreation & Park District

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EMPLOYMENT OPPORTUNITY

FACILITIES MAINTENANCE CREW LEADER

Open/Promotional

Salary Range (5 steps): \$37.97 - \$46.16 / hour; \$6,581 - \$8,001 / month

Open Until Filled

Apply online: www.crpdp.org/hr (Follow link to CalOpps)

Under direct supervision, directs, assists and coordinates the activities of workers engaged in general building and facility maintenance, construction and custodial tasks; and performs other related duties as assigned.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists the Facilities Maintenance Supervisor in planning and developing general building maintenance repairs and construction procedures, such as carpentry, electrical, plumbing, fabrication and welding, heating, ventilation and air conditioning (HVAC), masonry, pool and related facility work.
- Determines needs for personnel and contractors, equipment and materials for construction, maintenance and repair projects; operates the facility maintenance work order request and assignment software.
- Provides work guidance and participates in the work of facilities maintenance; participates in prioritizing workload and monitoring work of other workers for completeness, accuracy and conformance with departmental standards; provides information, instruction and training in work processes, proper uses of equipment and safe work practices.
- Assists with capital improvement project budgeting.
- Ensures the use of safe work methods, procedures and techniques.
- Prepares reports and maintains accurate records.
- Performs necessary troubleshooting and creates solutions to facility-related issues.
- Weekend work and rotating schedules may be required.

Other Duties and Responsibilities

- May be required to drive District or personal vehicle.
- Provides information on anticipated equipment, supply and personnel needs for budget purposes.
- Provides key control and general locksmith ability (pin and re-key locksets) as required.
- Travels to various sites to inspect or supervise work.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience: A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, specialized training in building construction, facility and pool maintenance and repair, and four years of increasingly responsible experience in building construction, maintenance and repair, including supervisory experience, with a specialty in at least two building trades preferred; or an equivalent combination of education and experience. An AA degree is desirable.

Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate assignments and instructions to personnel. Ability to speak effectively to staff and managers, vendors and the public.

Math Ability: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and percent, and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret instructions provided in written, oral, diagram or schedule form.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- Certified Pool Operator
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities: This position provides lead-level work guidance to Facilities Maintenance Technicians, Custodians, and/or contract and temporary staff, including planning, assigning, and directing work. Contributes to and participates in performance evaluations. May act as Facilities Maintenance Supervisor in his/her absence.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high, precarious positions and vibration. The noise level in the environment is loud.

Physical Demands: The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee is regularly required to lift up to 10 pounds, frequently up to 50 pounds, and occasionally up to and over 100 pounds. The vision requirements include peripheral vision, distance vision and close vision.

Selection Process

Apply online at this internal link: <https://www.calopps.org/conejo-recreation-and-park-district/job-20610530>

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes are encouraged and must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver's license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job-related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview. All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

This position is subject to a pre-employment physical.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.