



# Conejo Recreation & Park District

HILLCREST CENTER 403 WEST HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA 91360-4223  
 PH: (805) 495-6471 FAX: (805) 497-3199 www.crpdp.org

## EMPLOYMENT OPPORTUNITY

### **FACILITIES MAINTENANCE TECHNICIAN**

**Open/Promotional** (two full-time positions)

**Salary Range (5 steps): \$35.47 - \$43.12 / hour; \$6,148 - \$7,474 / month (effective 6/27/26)**

**Open Until Filled**

**Apply online: [www.crpdp.org/hr](http://www.crpdp.org/hr)** (Follow link to CalOpps)

Under general supervision, performs a variety of journey-level skilled maintenance and limited construction of the District's buildings, park amenities, playgrounds and community pools; 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.

- Inspects assigned facilities for deficiencies and safety-related issues.
- Performs rough and finish carpentry; installs and repairs fascia, siding, roof and wall members, cabinetry and office furniture, doors, jambs and hardware.
- Performs minor to moderate roofing repairs using underlayment, sheet metal, tile and composite materials.
- Repairs and installs plumbing systems, which may include copper, galvanized steel, plastic or cast iron; installs, repairs, maintains and adjusts commercial plumbing fixtures.
- Performs electrical installation, repairs and maintenance such as indoor and outdoor light fixtures, new circuitry, contactors, ballasts/drivers, lighting control and fixture upgrades, sub-panels, sport lighting controls and facility lighting timers.
- From drawings, sketches or oral instructions, alters, repairs and constructs improvements in materials such as wood, metal, plastics, concrete and masonry.
- Designs and fabricates various parts from a variety of construction materials.
- Operates torch, plasma cutter, grinder and welding equipment to cut or join metal parts such as fences, gates, bollards and benches.
- Installs, maintains and repairs heating, ventilation and air conditioning (HVAC) systems and equipment, as needed.
- Painting of interior and exterior surfaces.
- Repairs and installs various flooring materials.
- Inspects, maintains and repairs aquatic equipment including pool circulating and boost pumps, sensors, controllers, filters, boilers, chemical feed pumps and feed lines.
- Installs, maintains and repairs play structures, swings, electronic features and related equipment.
- Operates trucks, tractors and other special equipment, including aerial lift to heights of sixty feet.
- Weekend work and rotating schedules may be required.

**Other Duties and Responsibilities**

- May be required to drive District or personal vehicle.
- Corrects damage from graffiti and vandalism.
- Cleans, maintains and repairs work tools.
- Purchases necessary materials for assigned tasks.
- 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 and four years of related work experience performing building, facility and pool maintenance and repair, with a specialty in at least two building trades; or an equivalent combination of education and experience.

**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 speak effectively with other District employees, patrons and vendors.

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

**Reasoning Ability:** Ability to use common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates and Licenses:**

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

**Supervisory Responsibilities:** This position has no supervisory responsibilities.

**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 frequently exposed to outside weather conditions. The employee is occasionally exposed to wet or humid conditions; moving mechanical parts; high, precarious positions; fumes or airborne particles; toxic or caustic chemicals; extreme heat; risk of electrical shock and vibration. Vision requirements include ability to adjust focus, depth perception, distance vision and close vision. 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.

## **Facilities Maintenance Technician continued . . .**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, and reach with hands and arms. The employee is frequently required to walk, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee is regularly required to lift from 25 to 50 pounds and occasionally up to 100 pounds.

### **Selection Process**

Apply online at [www.crpdpd.org/hr](http://www.crpdpd.org/hr) (follow link to CalOPPS)

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.

*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.*

***This position is subject to a pre-employment physical.***