



Cordova Recreation & Park District
Park Maintenance Worker II - Irrigation

SALARY	\$26.26 - \$33.51 Hourly \$2,100.78 - \$2,681.19 Biweekly \$4,551.69 - \$5,809.24 Monthly \$54,620.28 - \$69,710.84 Annually	LOCATION	Multiple locations throughout District, CA
JOB TYPE	Full-time	JOB NUMBER	00000534
DEPARTMENT	Park and Maintenance	OPENING DATE	12/18/2024
CLOSING DATE	1/15/2025 11:59 PM Pacific		

Description

The Cordova Recreation & Park District (CRPD) is seeking a dedicated individual to join the Park Services Irrigation team!

The ideal candidate is a well-rounded professional with advanced experience in in the installation, inspection, modification, maintenance, and repair of park irrigation systems along with the ability to lead others in a variety of skilled and semi-skilled work. Essential qualities include flexibility, maintaining effective internal and external communication and customer service, and the ability to work productively as part of a team to serve the community.

This is a full-time position with a comprehensive benefits package that includes fully paid medical, dental, and vision for the employee and all eligible dependents along with participation in the CalPERS Retirement System.

Typical Schedule: Full-time with the ability to work on-call and some evenings, weekends, and holidays. This classification has the option of working a 9/80 schedule.

Summary Description

Under direction of assigned supervisory staff, performs a variety of advanced level skilled and specialized work in the maintenance and operation of District parks and facilities; may lead, oversee, and assist in the direction, supervision, and work of park maintenance activities; maintains and operates a variety of hand and power tools and equipment; and performs a variety of technical tasks relative to assigned areas of responsibility.

Who We Are

Established in 1958, Cordova Recreation & Park District (CRPD) is an independent special district governed by an elected Board of Directors.

We provide quality recreational programs, parks and services for our diverse and growing region. We currently operate over 49 parks and facilities across more than 600 acres of urban and open space. We also operate Cordova Golf Course which is a full-service 18-Hole course with a lighted driving range, pro-shop and lessons from PGA professionals. We host dozens of events throughout the year and provide athletic, educational and creative outlets for children and adults of all ages.

Who We Serve

We proudly serve communities within Sacramento County including the City of Rancho Cordova and the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont and additional unincorporated portions of Sacramento County.

Learn more about Who We Are at [cordovarpd.gov/about-us/!](http://cordovarpd.gov/about-us/)

Essential Functions

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.

Irrigation Maintenance:

- Inspect, repair, maintain, and modify existing irrigation systems; diagnose and trouble-shoot problems with field units that may include controllers, irrigation heads, valves, and related systems.
- Program and manage irrigation controllers.
- Operate trenching equipment and/or backhoe/front-end loader, breaker hammers and power cutters in digging irrigation line trenches.
- Assist in the rebuilding and/or installation of new irrigation valves, controllers, pumps and backflows.
- Repair multiple types of water pipes such as PVC, galvanized, copper, steel, and cement.

General

- Perform a variety of advanced level skilled and specialized work in the maintenance and operation of District parks and facilities including in the areas of landscaping, irrigation, carpentry, electrical, and other crafts; lead and oversee employees including planning, assigning, and coordinating the work of part-time and volunteer crews engaged in maintenance, construction, and repair work.
- Train assigned employees in their areas of work including park and facilities maintenance methods, procedures, and techniques.
- Supervise the use, care, and operation of tools, equipment, agricultural chemicals, and maintenance/landscape machinery.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
- Operate various maintenance equipment and hand and power tools in a safe and efficient manner; maintain tools and assigned equipment; perform preventive maintenance on equipment.
- Perform routine inspections of District facilities and execution of required maintenance repair.
- Maintain a variety of written records and reports.
- Acts as Department representative to residents, governmental agencies, community groups, private business, and others concerning questions, problems, concerns, and activities in the provision of park and facility operations.
- Order and stock parts and supplies as necessary.
- Perform special projects and related duties as required.

Minimum 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:

- Electrical wiring commonly found with irrigation systems, controllers, and time clocks.
- Operations, services, and activities of a park maintenance program.
- Principles of lead supervision and training.
- Advanced methods, techniques, materials, and equipment used in the construction, maintenance, and repair of District parks and facilities.
- Materials, methods, terminology, and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.
- Operational characteristics of tools and equipment used in assigned maintenance activities.
- Proper procedures used in the maintenance and repair of hand and power tools.

- Advanced principles and practices of propagating and maintaining trees, shrubs, flowers, and turf.
- Irrigation system installation, maintenance, and repair.
- Tools, techniques, and procedures of tree trimming.
- Practices and procedures used in weed abatement.
- Occupational hazards and standard safety procedures.
- Basic mathematics.
- Inventory tracking and control.
- Basic report preparation.
- Basic principles and practices of record keeping.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Plan, organize, train, schedule, direct, and evaluate the work of others.
- Oversee and participate in performing semi-skilled and skilled park and/or facilities maintenance work.
- Safely and effectively operate a variety of maintenance tools and equipment related to area of assignment.
- Perform maintenance, repair and installation of facilities, office furniture and lighting fixtures.
- Plant, propagate and maintain trees, shrubs, flowers, and turf.
- Repair pool systems as needed.
- Assist in repairing splash pad, splash park, and pool equipment.
- Perform heavy manual labor.
- Organize, coordinate, and assign tasks to meet project and maintenance deadlines.
- Maintain and repair irrigation systems and related components.
- Maintain accurate records and produce reports and documentation.
- Work independently in performing in the absence of supervision.
- Ensure adherence to safe work practices and procedures.
- Intermittently analyze problem equipment.
- Identify and locate equipment.
- Interpret work orders.
- Learn to operate a computer as necessary to perform job duties.
- Understand and follow oral and written instructions.
- Read, write, and speak English at a level to satisfactorily perform the work.
- Respond to public inquiries and requests.
- Estimate necessary materials and equipment to complete assignments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Drive a District work truck to perform assigned irrigation work throughout the District.

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:*

Equivalent to the completion of the twelfth grade and three years of experience in the maintenance and repair of parks and facilities. with experience in the installation, maintenance and repair of irrigation systems found on athletic fields, golf courses, and/or municipal parks. Experience with large scale landscape maintenance and installation projects is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Certification in commercial irrigation system installation and maintenance is strongly desired.

Additional Requirements:

Applicants must be at least eighteen (18) years of age prior to appointment due to the hazards of the job, as defined by the Fair Labor Standards Act.

Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks.

Required to take and pass a physical examination and drug screening.

Supplemental Information

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 these essential job functions.

Environment: Work is performed in an indoor and outdoor environment with exposure to all types of weather and temperature conditions; some exposure to loud noise, dust, grease, smoke, fumes, chemicals, and gases; work at various locations throughout the District; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; regular interaction with District staff, general public and other organizations; occasionally deal with dissatisfied individuals.

Physical: Sufficient physical ability and mobility to work in an indoor and outdoor; to walk and stand 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 lift, carry, push, and/or up to 50 pounds; to operate assigned equipment and vehicles; to make frequent decision-making and concentration; frequent public and coworker contact; 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.

NOTE: *The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

Pre-Hire Requirements:

Before an employee is hired, they must successfully complete pre-employment requirements that may include, but are not limited to: fingerprinting and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check, a clear tuberculosis screening, pre-employment physical, pre-employment drug screening, reference check, DMV check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

How to Apply for this Position:

An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. CRPD reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES**Initial Selection Review:**

The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

Testing:

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation:

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of

employment testing should contact the assigned recruiter.

Withdrawing from Recruitment Process:

Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions:

All questions regarding this position should be directed to the assigned recruiter.

NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer:

The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

Benefits

EMPLOYMENT CLASSIFICATION: Regular Full-Time, Non-Exempt

SALARY: Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

SOCIAL SECURITY: Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

MEDICARE: Employees hired after March 31, 1986, contribute 1.45% to Medicare.

RETIREMENT: Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

DEFERRED COMPENSATION: Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

MEDICAL BENEFIT: Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

DENTAL/VISION CARE: The District contributes 100% toward employee and dependent dental and vision premiums provided by Mutual of Omaha.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE: The District provides Term Life and AD&D equivalent to one year gross salary.

LONG TERM DISABILITY: The District contributes toward employee long term disability plan provided by Mutual of Omaha.

VACATION: Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Bi-Weekly	Max Accrual of Hours
1 - 5 Years	8.0	3.69	192
6 - 10 Years	10.0	4.62	240
11 Years	10.7	4.92	256
12 Years	11.3	5.23	272
13 Years	12.0	5.54	288
14 Years	12.7	5.85	304
15 Years	13.3	6.15	320
After 15 Years	14.0	6.46	336

HOLIDAYS: All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

SICK LEAVE: Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

UNIFORMS: Uniforms are provided to employees in designated positions.

Agency

Cordova Recreation & Park District

Address

11070 White Rock Road
Suite 130
Rancho Cordova, California, 95670

Phone

(916) 842-3300

Website

cordovarpd.gov

Park Maintenance Worker II - Irrigation Supplemental Questionnaire

*QUESTION 1

Briefly explain your motivation for applying for this position and the skills and abilities you possess that will benefit the Cordova Recreation & Park District.

*QUESTION 2

How many years of experience do you have in the maintenance and repair of parks and facilities?

- No Experience
- Less than 1 Year
- 1 to 2 Years
- 3 to 5 Years
- 6 to 10 Years
- 11 or More Years

***QUESTION 3**

How many years of experience do you have in the installation, maintenance, and repair of irrigation systems found on athletic fields, golf courses, and/or municipal parks?

- No Experience
- Less Than 1 Year
- 1 to 2 Years
- 3 to 5 Years
- 6 to 10 Years
- 11 or More Years

***QUESTION 4**

Do you have experience with large scale landscape maintenance and installation projects?

- Yes
- No

***QUESTION 5**

Do you currently hold a Certification in commercial irrigation system installation?

- Yes
- No

***QUESTION 6**

This position requires the ability to drive a District issued truck on an assigned route throughout the District. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License?

- Yes
- No

***QUESTION 7**

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

- Yes
- No

* Required Question