

HEBER PUBLIC UTILITY DISTRICT
REPORT TO BOARD OF DIRECTORS

MEETING DATE: June 15, 2023

FROM: Madeline Dessert, General Manager

SUBJECT: Approve the Job Description for the Parks Maintenance Lead Position.

ISSUE: Shall the Heber Public Utility District Board approve the job description for the position of Parks Maintenance Lead?

GENERAL MANAGER RECOMMENDATION:

It is recommended that the Board approve the Job Description for the Parks Maintenance Lead.

FISCAL IMPACT:

Salary increase adds \$1,030 to the Parks Budget (included in proposed 2023-2034 Budget).

BACKGROUND:

The HPUD Board of Directors voted at the February 16, Board of Directors meeting to add the position of Full Time Parke Maintenance I. That position has since been filled and the addition has created a transition in our Parks Maintenance II position.

DISCUSSION:

Our Parks Maintenance II now supervises a full-time staff member. I would like to humbly request this transition in duties, along with the 17 years of service be acknowledged with a change in title and 2% salary increase.

CONCLUSION:

I prepared the attached description. If you have any questions or concerns please let me know and we can edit it before adoption.

Respectfully Submitted,

Madeline Dessert
General Manager

Heber Public Utility District

Title: Parks Maintenance Lead

Salary: \$49,032 To \$51,485 (Annual salary – FY 2023-2024)

Position Salary:

The Parks Maintenance Lead will be responsible to perform a variety of skilled tasks in the construction, maintenance and/or repair of parks, storm water retention basin, grounds at the water and wastewater plants, and any other property HPUD may maintain or improve. The Parks Maintenance Lead will supervise the Parks Maintenance I position as well as any part time help.

Duties:

- Supervises Parks Maintenance I position
- Performs general grounds maintenance within the HPUD designated parks, storm water retention basins, and other HPUD operated facilities.
- Perform planting, watering, cultivating and weeding, fertilizing and pruning of plants, shrubs and trees within the designated facilities.
- Perform mowing, edging, and trimming lawns; cleaning, raking grounds and painting within the designated facilities.
- Operate basic hand tools as well as powered equipment used in grounds keeping such as gasoline or electric powered mowers, edger, sweepers, hedge trimmers, trimmers, rototillers, tractors and other comparable equipment.
- Assist in the routine maintenance of such equipment.
- Inspect parks, playgrounds, and recreation areas for hazards and unsafe conditions and makes necessary repairs or modifications.
- Plan, daily, weekly, and monthly work.
- Coordinate the ordering of supplies and equipment as needed.
- Clean restrooms and pick up litter around parks, retention basins, and all other HPUD facilities.
- Apply herbicides, fungicides and pesticides safely.
- May perform minor cement work.
- Will assist with water and wastewater plant operations and maintenance as needed and instructed.
- Employee will assist the distribution and collection operators in any and all emergency situations, such as but not limited to line breaks, equipment failures and any type of labor needed to be performed.
- Perform other such duties as may be assigned.
- Maintain simple records of activities.
- May provide general assistance to special events or activities.

The aforementioned duties and responsibilities are provided examples of the type of work to be performed by the individual assigned to this position. The District reserves the right to add, modify, change, or rescind work assignments as needed.

Organizational Relationships:

The Parks Maintenance Lead will report to the Chief Operator (or his/her designee) as to the work to be done and what work has been done. The Parks Maintenance Lead Supervises the fulltime Parks Maintenance I position. The Parks Maintenance Worker works closely with water and wastewater plant operators and other HPUD employees.

Desirable Qualifications:

Employee is required to have a high school diploma, or equivalent. Employee should have a minimum of two years of experience in landscaping, grounds keeping, or a related field. Employee must possess a valid California driver's license and be insurability.

Working Conditions:

Work will be performed both in an indoor and outdoor environment at various site locations. Work schedule may be irregular and may include weekends, some holidays and response to off duty calls. Exposure to a variety of climatic conditions including extreme heat in summer months; dust; potentially hazardous chemicals such as pest control agents, solvents, paints and cleaning agents.

Physical Demands:

The physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this position. While performing the duties of this position the employee is frequently required to use hands to finger, handle, grip, grasp or feel objects, tools or controls. The employee is frequently required to reach forward, upward, downward with hands and arms. The employee is required to listen to noises and sounds emitted by operation equipment. The employee is frequently required to drive HPUD vehicles that have automatic and standard transmission. The employee is frequently required to stand on concrete, asphalt and soft soil surfaces. The employee is occasionally required to use a ladder and must maintain balance during this activity. The employee is frequently required to stoop, kneel, crouch, or crawl to perform duties. The employee must frequently lift and/or move up to 90 pounds and occasionally up to 100 pounds.

Date: June 15, 2023

DRAFT – TO BE PRESENTED FOR Approval by Board of Directors on June 15, 2023