



## Helendale Community Services District

### Job Description

JOB TITLE: Part-Time Parks Position (1000 hours per year)

Maintenance Aid - Maintenance Worker I - Parks

\$21.66-28.42

Placement will depend upon experience and skill level

**Recruitment open until 10/10/2025 at 5:30 pm.**

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EXEMPT:	No	DEPARTMENT:	Park&Rec
SALARY LEVEL:	Range 13 or 16	REPORTS TO:	WOM/GM

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**SUMMARY:** Responsible for assisting and/or independently performing semi-skilled to skilled manual labor in the maintenance of District facilities. Position is part-time with no benefits. Applicant will be required to work evenings and weekends for special events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Typical duties may include the following:

- Operate and maintain equipment such as mower, edger, riding lawn mower, hedge trimmer, pressure washer and a variety of hand and power tools
- Apply common sense understanding to highly repetitive tasks such as manual labor
- Understand plumbing; irrigation maintenance and repair
- Use independent judgment in fairly routine situations such as performing daily tasks
- Comprehend and correctly use a variety of informational documents including time sheets, Material Safety Sheets, and Safety Manuals, policy manuals, and instruction manuals
- Operate motor vehicles, such as SUV or pick-up truck and light machinery with manual and automatic transmissions including trailers and tractors
- Clean, maintain and repair CSD facilities as assigned
- Janitorial duties as assigned
- Conduct work tasks safely and in compliance with District safety standards and the common usage practices
- Complete appropriate reports, forms and work orders as necessary and submit a daily worksheet outlining completed tasks as requested
- Maintains and repairs District owned properties using skills such as carpentry, plumbing, landscaping, painting, electrical, janitorial
- Install, maintain and repair irrigation systems
- Performs other related and essential tasks as assigned.
- Must be flexible and able to adapt to changing priorities daily

**VEHICLES/EQUIPMENT:** Responsible for proper use and care of equipment and tools assigned. Such equipment shall include, but is not limited to, trucks, tractors, power and hand tools and other electrical and mechanical equipment as well as expendable supplies. May operate dump truck, water truck, and/or backhoe. Employee must perform daily checks and preventative maintenance on assigned vehicle and equipment as recommended by the manufacturer; diagnose and repair minor breakdowns; removing, disassembling, repairing, equipment as directed. Operate air compressor, welder, generator, trencher and other equipment as assigned.

**GENERAL KNOWLEDGE/SKILLS:** Construction technology, concrete, electrical, janitorial, irrigation and turf management, safety and customer service.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform a variety of general maintenance duties satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED), and related experience and/or training, or equivalent combination of education (construction technology) and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must possess the ability to communicate effectively to customers and employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in writing, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Employee must maintain the following current, valid certificates, licenses, registrations: California Class C Driver's License

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands/arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is frequently required to sit, climb or balance. The employee may frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme heat and cold and airborne particles due to frequent moderate to high wind conditions. The employee may work in high, precarious places. The employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

**OTHER:** Must read and comply with the District's Employee Personnel Manual and all policies and procedures.

**EMPLOYMENT REQUIREMENTS:** Pre-Employment drug test and background check.