



## **Tahoe Paradise Park**

1011 E. San Bernardino Avenue  
South Lake Tahoe, CA 96150

### **Job Description - Lead Park Maintenance Worker**

**Classification:** Seasonal (Full Time Mid-May - Mid-October)

**Department:** Park Maintenance

**Reports To:** Board of Directors; Projects Coordinator

**Compensation:** \$20 - \$29/hour DOE

**Travel Requirements:** on-site at Tahoe Paradise Park

#### **Supervisory Responsibilities:**

- Provides supervision and direction to Park Maintenance Workers (PMWs)

#### **Duties/Responsibilities:**

- Provides lead direction, training, scheduling, work review and evaluation to staff.
- Coordinates and logs weekly safety meetings.
- Organizes and assigns work. Sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input for hiring decisions, performance evaluations, disciplinary matters and other personnel decisions.
- Maintains tools and equipment in safe operating condition; performs routine maintenance and repair of a wide variety of grounds-keeping equipment.
- Trains staff in grounds maintenance techniques and the safe & proper use of grounds maintenance equipment.
- Maintains lawn areas.
- Performs routine maintenance and repair work on irrigation systems.
- Cleans and maintains grounds, courts, paved areas, paths, walkways and sites; pick up litter and debris in assigned areas.
- Maintains restrooms, club house and playgrounds.
- Winterizes the park water system, club house, and grounds.
- Performs snow removal.
- Opens park water system, club house, and grounds for summer season.
- Coordinates and assists in set-up and take-down of tables, chairs and miscellaneous items for park events.
- Coordinates volunteers.
- Assists with operations of the park store, farmers market, music-in-the-park and special events.
- Orders supplies and materials for the park.

- Prepares soil for planting; transplant seedlings, shrubs and trees.
- Maintains basic logs or records of work performed.
- Assists with building maintenance work, both individually and as a team member on large projects.
- Addresses minor carpentry, plumbing and electrical repairs.
- Maintains lake water level and the lake's water pump system.
- Works closely with the park event coordinator to ensure park facilities are ready for booked events.
- Performs other duties as assigned.

### **Required Skills/Abilities:**

- Possession of a valid California Driver License, auto insurance, and a good driving record are required.
- Must be punctual and have good attendance.
- Must be able to plan, assign, direct and review the work of others.
- Must be able to train others on work procedures.
- Must be able to use landscaping tools and equipment.
- Must be able to perform basic carpentry, electrical, plumbing and mechanical work.
- Must be able to perform basic computer skills, including e-mail, filing, Adobe and Microsoft Office utilities.
- Must be able to use independent judgment and initiative in daily work activities.
- Must be able to prepare brief, accurate oral and written reports of work performed.
- Must be able to establish and maintain an effective working relationship with those encountered in the course of the work.
- Must be courteous and respectful to others and the public, as you will be a representative of the park.

### **Education and Experience:**

- High school diploma or equivalent.
- First Aid Certification by the American Red Cross or American Heart Association (Park can provide training and certification after hire).
- CPR Certification by the American Red Cross or American Heart Association (Park can provide training and certification after hire).
- Current State of California Department of Food and Agriculture pesticide Qualified Applicator Certificate in Categories B (Landscape Maintenance) and C (Right of Way) is desirable.
- Minimum three (3) years of experience operating, maintaining, and repairing a wide variety of mechanical, electrical, plumbing, HVAC and related systems (as typically found in small parks and buildings) is desirable.
- Minimum three (3) years of experience operating, maintaining, and repairing a wide variety of landscaping equipment (typically found in small parks) is desirable.
- Minimum two (2) years in a supervisory capacity directing the operation and maintenance activities of subordinate personnel is desirable.

**Physical Requirements:**

- Occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- Must be able to lift and/or move up to 50 pounds.
- Must be willing to work out of doors in all weather conditions.

**How To Apply:**

- Contact Hiring Manager for this position: Joe Cardinale (408) 209-7313
- Mail resume to Tahoe Paradise Park – PO Box 550575 – South Lake Tahoe, CA 96155
- The Park requests receipt of resumes or communication from applicants beginning April 20, 2023.
- Please call to confirm receipt of mailed resumes.
- Time is of the essence. The Park may make a hiring decision regarding this position at any time.

**Equal Opportunity Employer Statement:**

- Tahoe Paradise Recreation and Park District is an equal opportunity employer and does not discriminate on the basis of race, religion, color national origin, age, sex, gender, sexual orientation, disability, or any other characteristic protected by law.