



MONTEREY PENINSULA REGIONAL PARK DISTRICT

Preserving & Protecting Parks and Open Space

PARK MAINTENANCE AIDE

This is a part-time contract position (≈20 hours/week).

MONTEREY PENINSULA REGIONAL PARK DISTRICT

The Monterey Peninsula Regional Park District (MPRPD) is a public agency supported by local property taxes and state and federal grants. Its purpose is to acquire scenic and unique open space lands for public use and enjoyment. MPRPD boundaries include the cities of Marina, Seaside, Sand City, Del Rey Oaks, Monterey, Pacific Grove, and Carmel and the unincorporated areas of Fort Ord, Pebble Beach, Carmel Valley, and Big Sur. MPRPD represents 130,000 residents and manages or helped to protect nearly 14,000 acres.

REPORTS TO

Supervising Ranger

JOB OVERVIEW

Key responsibilities and duties may include but are not limited to:

Field Operations

- Assist with a variety of basic construction and maintenance duties relating to the development and upkeep of MPRPD lands, trees, trails, structures, and facilities.
- Pick up and remove litter, clean decks and rain gutters, clean and stock offices, meeting rooms and restrooms, empty garbage cans, collect recyclable materials, stock "Mutt Mitt" dog bags, change trash liners and remove graffiti.
- Paint and repair signs, information panels, fences, gates, benches, tables, and parking lots.
- Repair and maintain small equipment used in such work, as well as general maintenance of vehicles.

Administrative

- General recordkeeping, maintenance of various logs, such as daily logs, maintenance work, and/or project/production schedules, etc.
- Perform special assignments, as required.

Public Relations

- Communicate effectively with staff, volunteer naturalists and the public.
- Provide visitor services and information, such as giving directions, answering phones, and referring complaints to appropriate staff.
- Maintain professional relations and communications with the public, volunteers, crews, supervisor, MPRPD staff, tenants, and other agencies.

QUALIFICATIONS

The successful candidate will possess any combination of education, training and work experience that provides the required knowledge and abilities. Typical qualifying education and experience might include:

- One year of experience in park maintenance, or recent experience in landscape/park facility maintenance, resource management, construction, or a related field.
- Graduation from high school or equivalent.
- Prior public sector work is desirable.
- Possession and maintenance of a Class C California Driver License is required.
- Possession of, or the ability to obtain a First Aid/AED/CPR certification.

KNOWLEDGE OF

- Basic knowledge of building or ground maintenance and construction.
- Basic knowledge and experience in operating: chainsaw and landscape power tools, and practices, carpentry, plumbing and facility maintenance tools.

ABILITY TO

- Provide direction to volunteers and other contract labor.
- Work primarily in rural or mountainous areas.
- Work alone in wildland areas.
- Hike up to 5 miles of rough and difficult terrain.
- Communicate clearly and follow direction in a team environment.
- Safely and effectively operate a wide range of hand tools, manual power equipment and vehicles.
- Work outdoors and under adverse working conditions, i.e., exposure to inclement weather, exposure to poison oak.
- Frequently lift and/or move up to 80 pounds.
- Perform arduous labor for extended periods of time.
- Operate equipment such as tractor, front-end loader.
- Apply sound judgment and act decisively in stressful situations.
- Wear an MPRPD-issued uniform.
- Purchase and maintain at your own cost, safety footwear that meets MPRPD specifications.
- Have or successfully obtain First Aid/AED/CPR certification within 6 weeks of hire.
- Possess and maintain a valid Class C California Driver License.
- Pass a pre-employment background check and physical exam.
- Work weekends and holidays.

COMPENSATION & BENEFITS

\$15.87/hour

Vacation, Sick, and other paid leave

APPLICATION PROCESS

A fully completed MPRPD employment application is required. A DMV driver's license records printout is also required. Resumes may also be submitted along with the completed application form. **Incomplete application packets, or those received after the closing date will NOT be considered.**

Application process will include evaluation and initial screening of the standard Monterey Peninsula Regional Park District application and a virtual panel interview with selected candidates. A limited number of applicants who most clearly show that they meet the needs of this seasonal position in terms of training, experience, education, and other job-related characteristics will be invited to participate in

the interview process. Final candidates will undergo background check and drug screening as detailed in the application.

TO APPLY

Application forms can be downloaded at www.mprpd.org/employment-opportunities. MPRPD offices are currently closed due to COVID-19, so paper documents will not be available or accepted.

Return completed applications to: Monterey Peninsula Regional Park District c/o Shuran Parker, Administrative Services Manager Email: jobs@mprpd.org.

CLOSING DATE: 12/30/20 at 2:00 pm

In accordance with Federal law, the MPRPD will hire only individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

MPRPD IS AN EQUAL OPPORTUNITY EMPLOYER



MPRPD

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