

CARMICHAEL RECREATION & PARK DISTRICT



CRPD IS HIRING!

LEAD WORKER

THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established in 1945, located 15 miles NE of Sacramento. The District population is 42,400+ and has a budget of approx. \$6.5+ million for Fiscal Year 24-25. There are 13 parks, total of 178 acres, including 11 developed parks, a large community center, a botanical garden, community garden, and a 17 acre nature area. The District recently passed a Bond Measure which will provide over \$30 million in funding for park and facility improvements.

THE POSITION

Under the general supervision of the Park Services Manager, this position provides supervision, direction, and assistance to District personnel who perform a wide variety of building and facility maintenance, construction, renovation, remodel, and repair work. This position may serve in the absence of the Park Services Manager.

MUST HOLD A CURRENT CFC CERTIFICATION OR HAVE THE ABILITY TO OBTAIN ONE WITHIN THE FIRST YEAR OF EMPLOYMENT

QUALIFICATIONS

Knowledge of:

- Maintenance and repair of large-scale HVAC systems, such as those used in public schools and public use spaces.
- Sheet metal systems and utilization in public spaces.
- Use and maintenance of manual and power tools and equipment commonly associated with building maintenance.
- Safety policies and procedures.

Skill in:

- Supervision of building and park maintenance teams.
- Planning work using judgment to properly prioritize to minimize work and preclude damage or injury because of inappropriate methods.
- General building construction and mechanical repair.

Ability to:

- Use manual and power tools and equipment commonly associated with building construction and maintenance.
- Work from ladders, scaffolds, and aerial lifts.
- Communicate effectively, orally and in writing.
- Perform the physical requirements commonly associated with building construction and maintenance.
- Establish and maintain effective working relationships with those contacted in the course of work.



ESSENTIAL DUTIES

- Provide direction and supervision to employees, including training, evaluation, and discipline. Schedules, assigns, and coordinates the work of employees in the performance of landscape and park maintenance activities.
- Install, repair, maintain, and adjust plumbing fixtures, clear plugged drains.
- Investigate electrical system malfunctions and make appropriate repairs.
- Monitor/Maintain District HVAC/R systems and be capable of making appropriate diagnosis and repairs.
- Construct concrete curbs, drains, and sidewalks.
- Perform a wide range of mechanical repairs on park maintenance equipment and vehicles.
- Replace broken windows, doors, locks, floor tiles, or other fixtures.
- Determine nature of repairs required related to sequence of work activities.
- Obtain advice from superiors on unusually complex repairs such as when power, water or other critical services may be interrupted for an extended period.
- Supervise the activities of employees or court-assigned workers assigned to assist on larger projects.
- Perform preventative maintenance on surfaces, structural systems, and all District equipment.
- Knowledge of irrigation booster pump operation, maintenance, and repair.
- Requires regular, predictable attendance.
- Other related duties may also be performed.

EXPERIENCE AND EDUCATION

TWO (2) YEARS EXPERIENCE LEADING A MAINTENANCE TEAM.

FIVE (5) YEARS EXPERIENCE WORKING IN A PUBLIC FACILITY SUCH AS A PUBLIC SCHOOL, MULTI-USE PUBLIC PARK, GYMNASIUM, OR AQUATIC CENTER.

HIGH SCHOOL DIPLOMA (OR EQUIVALENT) REQUIRED. CERTIFICATION PROGRAMS ARE ENCOURAGED.

SALARY & BENEFITS

New employees generally start at the beginning of the pay scale. There is a one year probationary period, and most employees receive a step increase (5%) each year following. When budgets permit, CRPD also adds a COLA adjustment each July to all employees. Please note that this position is in person at our District Office. Employees of CRPD may qualify for hybrid work after 18 months of employment.

COMPENSATION: \$30.90 - 37.56 Hourly DOE

HOLIDAYS: 14 paid holidays per year plus 1 personal day.

PAID VACATION: 12 days per year; increases based on years of service.

ADMINISTRATIVE LEAVE: 40 hours per year.

PAID SICK LEAVE: 120 hours per year.

HEALTH/DENTAL/VISION PLAN INSURANCE: District provides fully paid premiums for employee and family for Medical (HDHP), Dental, and Vision plans.

EMPLOYEE ASSISTANCE PROGRAM (EAP): Provided through CAPRI/Aetna.

RETIREMENT: Sacramento County Employee's Retirement System (includes reciprocity for employees with CalPERS) and Federal Social Security System.

LIFE INSURANCE: The District paid premium for basic plan coverage for employee & dependents. Optional coverage available at the employee's expense.

DEFERRED COMPENSATION: A 457 Plan is available for employees through Nationwide. District provides matching funds with amount determined each fiscal year.

View and download application at www.carmichaelpark.com

HOW TO APPLY

<https://carmichaelpark.bamboohr.com/hiring/jobs/58>

APPLICATION DEADLINE: 02/17/2025

The most qualified applicants meeting the minimum qualifications will be further considered to continue in the recruitment process. Candidates will be subject to interview and reference checks, including DOJ fingerprint screening. Successful candidate will be subject to a post-offer pre-employment physical examination and drug screen performed at the District's expense. Failure on any part of the selection process will result in disqualification and exclusion.