



Paradise Recreation & Park District

Agenda Prepared: 12/14/21
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Prior to: 4:00 p.m.

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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Personnel Committee (*Bellefeuille/ Ivey*)
Date: December 21, 2021
Time: 4:00 p.m.
Location: Terry Ashe Recreation Center, Room D and via Teleconference

Special Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to BODclerk@paradisepprd.com before 1:00 p.m. on the day of the meeting and they will be read into the record. Please use the link to join the webinar: <https://us02web.zoom.us/j/83319895913?pwd=YS8yWVBoRE9sYThSU1R2U3RLWVNVUT09>

Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose) (or) +1 346 248 7799 US (Houston)
Meeting ID: 833 1989 5913 Password: 379233

AGENDA:

The Committee will meet to:
1. Review Job Descriptions

CLOSED SESSION:

REPORT ON CLOSED SESSION:

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2021/PC_21.1221/_PC_21_1221_Agenda.docx

Job Description



Position:	PARKS MAINTENANCE I, II, III
Reports to:	Parks Supervisor, Park Superintendent, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Parks Maintenance I and II: Under the supervision of Parks Maintenance III (Parks Foreman), the Parks Supervisor or Parks Superintendent performs a variety of semi-skilled tasks involving the maintenance, construction, repair, and overall upkeep of the District's parks and facilities and is subject to any and all duties assigned at any District Park, facility, or function that is appropriate to the position.

Parks Maintenance III (Parks Foreman): Under the general supervision of the Parks Supervisor, Parks Superintendent, Assistant District Manager, or District Manager, performs professional work in the planning, coordinating and performance of maintenance, construction, and overall upkeep of the District's parks and facilities as required or assigned. This position will be responsible for ensuring the direction, performance and quality of work assigned to staff by supervising authority.

Primary Objectives

Maintenance and repair of District parks and facilities and any and all duties assigned at any District park, facility or function that is appropriate to the position.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

Parks Maintenance I:

- Custodial maintenance and repair of facilities and equipment
- Provide a clean and safe environment for patrons and co-workers
- Program and facility rental assistance such as the set-up, cleaning, and take-down of chairs, tables, and equipment
- Maintenance and operation of vehicles or equipment related to the performance of assigned duties
- Assisting in carpentry, plumbing, and irrigation services
- Use of landscape tools during the performance of assigned duties such as, digging, raking, mowing, edging, pruning, and fertilizer application
- Assist in coordinating and training staff, outside contract crews, or volunteers
- Safe use and care of District equipment

PARKS MAINTENANCE I, II, III

- Performs related work as assigned or required

Parks Maintenance II:

All of the responsibilities and duties of Parks Maintenance I, as well as:

- Daily inspection of the park and facilities therein for the purpose of providing a safe, clean, and functional area for recreation
- Pest and weed control, herbicide and pesticide use
- Inventory, documentation, and safe storage of chemicals used for park and facility maintenance including pesticides, herbicides, cleaning/disinfecting supplies, and the maintenance and repair of related equipment
- Observe and report to supervisor construction maintenance needs as they occur
- Small project development including planning, review with supervisor, construction, and ensuing maintenance
- Documentation of hazards, maintenance requirements, and program assistance with record keeping of subsequent action or repair
- Provide training and positive example in the safe use and care of equipment assigned to fellow staff, outside contract crews, and volunteers
- Program and maintenance of heating, ventilation and air conditioning (HVAC) systems
- Create and maintain list for regular building maintenance and custodial service for the direction of staff, outside contract crews, or volunteers
- Minor electrical and plumbing repair and maintenance
- Scheduling equipment and staff for the purpose of patron services
- Maintenance of public pools and related facilities including cleaning, backwashing, pool equipment care, and chemical maintenance
- Performs related work as assigned or required

Parks Maintenance III (Parks Foreman):

All of the responsibilities and duties of Parks Maintenance I and II, as well as:

- In the absence of Park Supervisor, serves in that capacity
- At an advanced level of skill, provide mechanical, construction, and landscape services
- Plan, schedule, and evaluate Park Maintenance I and II and Park Maintenance Assistant I, II, and III staff as well as outside contract work crews, and assist with other District staff as assigned or required
- Responsible for the maintenance, upkeep, safety, and security of the District's corporate yard, shop, and tools
- Provide for the preventative maintenance, general care, and repair of the District vehicle fleet and equipment, document and plan schedule of regular maintenance/upkeep projects
- Assist with supervision and organize tasks for volunteer and outside contract work crews
- Maintain appropriate maintenance and safety records and documentation
- Maintenance, repair and operation of public swim pool systems
- Perform or supervise safe application of pesticides and herbicides
- Equipment operation, as necessary, in the performance of construction, maintenance, and landscape tasks
- Performs related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

Parks Maintenance I:

- Knowledge of maintenance procedures for all upkeep of buildings, parks, playgrounds and other District assets
- Skill in the operation of tools and equipment used for construction, custodial and landscape maintenance
- General carpentry skills
- Custodial skills including floor, restroom and window cleaning
- Ability to perform heavy, physical labor
- Ability to follow written and oral instruction
- Ability to relate and communicate with co-workers and District patrons in a respectful manner
- Ability to complete tasks in a timely manner with quality that meets the professional standard of the District

Parks Maintenance II:

All of the requirements and qualifications of Parks Maintenance I, as well as:

- Safe use, handling, and storage of chemical products
- Proper and safe operation, care and maintenance of tools, equipment, and supplies needed for regular and on-going maintenance of public parks and facilities
- Basic concepts of construction, electrical and plumbing
- Trouble-shooting building maintenance and repair problems, and safe use of equipment related to construction, electrical and plumbing
- Ability to assign duties to Maintenance I staff, outside contract work crews, and volunteer staff as required
- Pool operations, repairs, and chemical maintenance
- Irrigation systems, clock programming, and sprinkler repair
- Safe operation, care, and maintenance of tools and equipment necessary for landscape maintenance
- Basic concepts of construction
- Turf care, including maintenance, planting and sod installation
- Trouble-shooting pool maintenance and repair problems
- Equipment related to pool maintenance, construction, landscaping

Parks Maintenance III (Parks Foreman):

All of the requirements and qualifications of Parks Maintenance I and II, as well as:

- Preventative scheduling, maintenance, care, and repair of vehicles and equipment
- General principles of landscape maintenance, irrigation, and pesticide application
- Mechanical skill
- Use, maintain, and repair vehicles, tractors, implements, power and hand tools, and other equipment associated with the maintenance and construction of parks and facilities
- Ability to assign duties to staff as required, providing for efficient use of the District work

PARKS MAINTENANCE I, II, III

force

Education, Experience, and Training

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Parks Maintenance I:

- High school diploma or equivalent
- Two (2) years of experience in park maintenance or related field
- Experience working with the public
- Experience in one or more of the construction trades

Parks Maintenance II:

All the education, experience and training of Parks Maintenance I, as well as:

- Certification in building care, building equipment repair and maintenance, construction, electrical, plumbing concepts, landscape care, vehicle or equipment repair and maintenance, pool maintenance, metal fabrication, or pesticide application
- Three (3) years of experience in building and/or park maintenance or related field
- Experience in one or more of the construction trades, pesticide application, HVAC or other building mechanical repair; pool care, or irrigation installation and repair

Parks Maintenance III (Park Foreman):

All the education, experience and training of Parks Maintenance II, as well as:

- AS degree in park related major
- Five (5) years of experience in park maintenance or related field, including two (2) years in a leadership capacity
- Expertise in one of the construction trades or landscape management

License and Certification

All Park Maintenance I, II, and III positions must possess, or have the ability to obtain within 30 days of hire, and maintain throughout the duration of employment, the following:

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates.

Additional License and Certifications

Parks Maintenance II:

Possess either:

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement (mandatory for position responsible for pesticide application and documentation); (or)
- Certified Pool Operation Certificate (mandatory for position responsible for swim pool operation).

Parks Maintenance III (Parks Foreman):

Possess both:

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement

PARKS MAINTENANCE I, II, III

- Certified Pool Operation Certificate

Medical Examination and Finger Printing

Parks Maintenance I, II, III:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

Parks Maintenance I, II, III:

- Lifting, pushing, pulling, or carrying 60 to 100 pounds
- Estimated working position is standing or walking 70% of the time
- Some bending, kneeling, squatting, reaching overhead, climbing of stair and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high, precarious places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud

Direct Reports

Parks Maintenance III (Parks Foreman): Parks Maintenance I and II, and Parks Maintenance Assistants I, II, and III.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>

PARKS MAINTENANCE I, II, III

History	<i>Previous Park and facility maintenance positions approved 4/15/19. This version combines all separate Facility and Parks Maintenance I, II, and III descriptions into one document. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>Personnel Committee reviewed and suggested edits to draft on 5/18/2021.</i>

https://paradisepd.sharepoint.com/sites/HumanResources/SharedDocuments/Job.Descriptions/Proposed/Parks.Maintenance_I_II_III_2021_0831.docx
12/14/2021

DRAFT

Job Description



Position:	PARKS MAINTENANCE ASSISTANT I, II, AND III
Reports to:	Parks Maintenance III (Park Foreman), Parks Supervisor, Parks Superintendent
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-time (.75 FTE). Not to exceed 30 hours per week.

Position Overview

Under supervision of the Parks Maintenance I or II, Parks Maintenance III, Parks Supervisor, or Parks Superintendent performs a variety of general park maintenance work, including but not limited to, landscape and facility upkeep, custodial functions, general repairs, construction duties, facility supervision, work on special projects, and other duties as assigned.

Responsibilities and Duties

- Clean restrooms, sweep and mop floors, clean windows, dump trash, and other duties that relate to keeping parks and facilities clean and orderly
- Sweep walkways, rake tot lots, pick up trash, clean slab, and other outside jobs that will keep the grounds clean and orderly
- Assist in the daily maintenance preparation of ballparks and/or swim pools
- Set up and clean up of recreation programs, facility or park rentals, and special events
- Dig ditches, plant trees and shrubbery, mow grass, fertilize, prune plants, and other duties related to keeping the landscape in good condition
- Operate light-duty vehicles, power mowers, small power tools, and other equipment related to maintenance duties
- Perform construction tasks as required for District repairs and projects
- This position will work a varied schedule as assigned
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Understanding of methods, tools, and material used in maintenance and cleaning of facilities and caring for park landscape and construction
- Skill in handling tools and light-duty vehicles
- Ability to follow written and oral instructions and complete assigned tasks efficiently and independently

PARKS MAINTENANCE ASSISTANT I, II, AND III

- Ability to perform heavy physical labor and to work indoors and outdoors
- Ability to maintain good working relationship with employees and patrons

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or equivalent
- One (1) year of experience in general maintenance or related work
- Experience in one or more of the construction trades

License and Certification

Must possess, or have the ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 70% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high, precarious places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock

PARKS MAINTENANCE ASSISTANT I, II, AND III

- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries.
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Parks Assistant positions approved January 2009. This version updates new job description formatting, position name, and consolidates Parks Maintenance Assistant positions I, II, and III into a single, streamlined job description. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Parks.Maintenance.Assistant.I.II.and.III_2021.1019.docx
12/14/2021

Job Description



Position:	PARKS PROJECT MANAGER
Reports to:	Parks Supervisor, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

[[[Early Draft Project Manager for Construction but also need a “Special Projects” person to lead implementation of trails and fuels reduction work....looking for feedback and discussion]]]

Performs responsible, professional project management work under the direct supervision of the Parks Supervisor and general supervision of the Assistant District Manager or District Manager. Direct supervision may be reassigned based on project. Develops and manages capital improvement and maintenance projects for park facilities, including the planning, organization, and coordination of construction design and engineering, as well as bidding and project implementation. Monitors capital budgets to ensure project expenditures remain within the scope of work. Provides technical support and manages all aspects of capital construction projects. Oversees consultants, contractors and may oversee staff performing capital construction work. Prepares construction specifications, bid documents, contracts and change orders. Conducts field inspections to collect data, verify existing/actual conditions, and monitor conformance with plans/specifications.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Coordinates and prepares services and construction specifications and bid documents
- Coordinates pre-bid and pre-construction conferences
- Drafts Request for Proposals (RFP) and develops scope of work
- Negotiates contracts, selects consultants and administers contracts for consulting architects, engineers, contractors, and project management resources
- Compels compliance with published construction plans and specifications
- Supervises and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time
- Reviews work for compliance with contract documents and appropriate guidelines, laws, and regulations

PARKS PROJECT MANAGER

- Monitors individual project budget summaries assuring expenditures are within approved budget, tracking changes to the contract documents that may result in change orders
- Makes recommendations to the Parks Supervisor on change orders as necessary
- Assists with project financial reports, accounting, and grant reimbursement
- Prepares project budgets and assists with budget development, as requested
- Monitors and ensures all requirements of grants and contracts are met
- Prepares complete reports on time with supporting conclusions and recommendations
- Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with City, State, and Federal requirements
- Serves as a resource to the Parks and Recreation Supervisors and other District departments by consulting on facility issues
- Acts as liaison between end users, Parks and Recreation staff and contractors on District projects
- Assures effective communication among consultants, contractors, department heads and other stakeholders
- Conducts needs assessment and meets with City personnel to assure needs are being met by proposed designs and specifications
- Communicates project status to staff, the Board of Directors, and other stakeholder groups, keeping staff informed as to the progress of projects and of any developing problems, recommending alternative courses of action to mitigate such problems
- Creates presentation materials; authors written and oral reports and media materials
- Uses speaking engagements, media interviews and other methods to enhance the community's awareness of, and appreciation for, capital projects and to educate community stakeholders regarding each project's function and objectives
- Plans, conducts and presents at project-related meetings
- Coordinates design, specification and construction meetings
- Conducts periodic inspections of facilities
- Communicates with other District staff as appropriate to initiate required corrective action
- Assists with preparation of grant applications
- Performs backup, team, and project duties as assigned
- Performs other related work of a similar nature or level.

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Principles and practices of project management and contract administration
- Current construction methods, costs and cost estimating

PARKS PROJECT MANAGER

- Building and land use permits, processes and requirements
- Applicable local, state and federal laws, codes and standards related to construction
- Design and construction management including developing bid specifications, reading blueprints and evaluation of design and construction projects
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management
- Planning and organizing, problem analysis and decision-making, interpersonal sensitivity, adaptability and flexibility and time management skills
- The operation of various computer programs including word processing, spreadsheets, database programs including Permitting and Project Management software and other applications specific to the area of assignment
- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures
- Establish and maintain effective working relationships with other employees, District officials, contractors and developers, representatives of other governmental agencies and the general public
- Ability to travel to destinations both in and outside the District.

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's Degree in Engineering, Architecture, Construction Management or related field
- Four years progressively responsible experience with commercial building construction projects required
- Post-secondary vocational or occupational training in related field plus 6 years of direct construction project management

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

PARKS PROJECT MANAGER

Physical Requirements

- Frequently operate a computer and read a computer screen or typewritten page
- Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle
- Move between work sites, including undeveloped land and project development sites
- Occasionally transports objects (lids, covers, etc.) up to fifty (50) pounds
- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional to frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

Parks Maintenance I and II, Parks Maintenance Assistants I, II, and III, and Volunteers

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>New position proposed to facilitate major construction projects in and around the District.</i>

PARKS PROJECT MANAGER

Reviewed:	<i>TBD</i>
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https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Project.Manager_2021.1213.docx
12/14/2021

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Job Description



Position:	PARKS SUPERVISOR
Reports to:	Parks Superintendent, Assistant District Manager, or District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Under general direction of the Parks Superintendent, the Assistant District Manager or District Manager performs responsible, professional park maintenance work at a hands-on administrative level by supervising staff and activities as they relate to the park maintenance functions of the District. These functions include supervising the park maintenance operations of District facilities and parks maintenance personnel. Uses professional judgment in initiating and conducting the park maintenance operation which shall conform with community needs, District resources and policy, and other related duties as assigned or required.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

- Plans, coordinates, and directs the District's park maintenance functions
- Makes recommendations on matters of policy and procedure regarding park maintenance operations
- Consults with co-workers, as well as other professionals, on major phases of the park maintenance operation
- Provides direction on District policy, Master Plan, and function to park maintenance staff
- Plans and conducts job skills education, safety and training meetings with park maintenance staff
- Responsible for the safety education of staff and volunteers, as well as, assisting with the Injury and Illness Prevention Program and Safety Committee
- Assists in personnel administration including, but not limited to, hiring, training, evaluating, and directing park maintenance staff and outside vendor contract work crews assisting the District
- Reviews major project plans and specifications to make appropriate recommendations
- Helps design, administrate, construct, or oversee capital improvement projects and major repairs as required
- Responsible for procuring and maintaining equipment and supplies necessary for the successful completion of park maintenance functions, keeps appropriate records and inventory of all equipment
- Responsible for keeping District parks and facilities “as-built” plans current

PARKS SUPERVISOR

- Prepares or assists in the preparation of District surveys and reports as assigned or required
- Assists in the preparation of budget recommendations and budget control within the park maintenance function
- Plans and supervises the pesticide and chemical use District-wide
- Provides clear and concise instruction
- Assists with maintenance duties as needed
- This position will work a varied work schedule as assigned

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic administrative procedures and practices
- Basic computer skills
- Clear communication in verbal and written form
- Public speaking and presentations
- Basic techniques and methodology of supervising employees in the development of appropriate park maintenance functions
- Equipment and material purchasing methods
- Landscape maintenance procedures including the planting, cultivation, and propagation of trees, shrubs, plants, flowers and turf
- Construction principles including carpentry, concrete, plumbing, irrigation and electrical
- Basic principles of maintenance and safe operation of equipment
- Recruitment and training procedures
- Use of tools and equipment used in landscape and construction
- Perform heavy physical labor
- Review and interpret project plans and specifications
- Supervise and assign staff and volunteers effectively
- Relate and communicate with staff, co-workers, volunteers, outside vendor contract work crews, and District patrons in a respectful manner
- Learn and be accountable for all areas of staff and project supervision, as well as the supervision of regular maintenance

Education, Experience, and Training

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor degree in park management, landscape horticulture, or related field, or an AA degree with at least two (2) years of additional experience
- At least four (4) years of experience in park operations or related field, including three (3) years in a supervisory or mid-supervisory capacity
- Expertise in one (1) of the construction trades, or landscape maintenance
- Basic engineering and design experience

PARKS SUPERVISOR

License and Certification

Must possess, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates
- Qualified Pesticide Applicator certificate
- Certified Swim Pool Operator certificate

Medical Examination and Finger Printing

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 50% of the time and sitting 50% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high, precarious places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

PARKS SUPERVISOR

Direct Reports

Parks Maintenance I, II, and III (Park Foreman), Parks Maintenance Assistant I, II, and III, Park Aide, outside vendor contract work crews, and volunteers.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Parks Supervisor position approved 2/02/17. This version updates new job description formatting and job title. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2021/PC_21.0921/Parks.Supervisor_2021_0831.docx
12/14/2021

Job Description



Position:	RECREATION AIDE
Reports to:	Recreation Leader, Recreation Coordinator, Recreation Specialist, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. (.75 FTE) Not to exceed 30 hours per week.

Position Overview

Under direct supervision of a Recreation Leader, Recreation Coordinator, Recreation Specialist, or Recreation Supervisor the Recreation Aide will assist in leadership of activities, monitor facilities as required, keep supplies and equipment in safe order, perform general program clean-up and other duties as assigned.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Assist in planning, organizing, and conducting recreation activities such as, but not limited to, sports, crafts, special events, games, and cultural events
- Assist in the supervision of all participants and spectators
- Observe necessary precaution to secure the safety of participants and spectators
- Assist with concession service, cashier, act as a program or facility attendant as required
- Additional duties may be required based on program requirements
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Recreation services and a sincere interest towards working with people
- Providing positive and optimistic leadership
- Ability to assist in leading program activities and assist in discipline when required
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Must be at least 13 years of age and have a work permit, if needed
- Successfully complete a Paradise Recreation and Park District Orientation Program

RECREATION AIDE

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing and walking approximately 90% of the time and sitting approximately 10% of the time
- Occasionally climbing stairs, ladders, and crawling
- Some reaching overhead and stretching and some kneeling or squatting
- Bending and working on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional to frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

None.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Aide position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>

RECREATION AIDE

Reviewed:	<i>TBD</i>
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https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Aide_2021.1019.docx
12/14/2021

Job Description



Position:	RECREATION COORDINATOR
Reports to:	Recreation Supervisor, Recreation Specialist, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Specialist, Recreation Supervisor, Assistant District Manager, or District Manager. The nature of the duties often requires the work to be performed independently. Responsible for the coordination and implementation of recreation services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Leaders, Recreation Aids, and Volunteers as necessary.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assist with promotion of program and/or event
- Responsible for selection, training, and evaluation of Direct Reports as assigned
- Responsible for the overall safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

RECREATION COORDINATOR

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration or related field
- One year of successful and progressive experience as a leader in a variety of recreation activities

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A Class C California driver's license, while maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional to frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

RECREATION COORDINATOR

Direct Reports

Recreation Leaders, Recreation Aides, and Volunteers

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Coordinator position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Coordinator_2021.1019.docx
12/14/2021

Job Description



Position:	RECREATION LEADER
Reports to:	Recreation Coordinator, Recreation Specialist or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. (.75 FTE) Not to exceed 30 hours per week.

Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Coordinator, Recreation Specialist, or Recreation Supervisor. The nature of the duties often require the work to be performed independently. Responsible for the coordination and implementation of recreational services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Aides and Volunteers as necessary.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assists with promotion of programs and/or events
- Responsible for selection, training, and evaluation of subordinates as assigned
- Assist in program evaluation
- Responsible for participant and staff safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

RECREATION LEADER

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration or related field
- One year of successful and progressive experience as a leader in a variety of recreation activities

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A Class C California driver's license, while maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional to frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

RECREATION LEADER

Direct Reports

Recreation Aides and Volunteers.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Leader position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Leader_2021.1019.docx
12/14/2021

Job Description



Position:	RECREATION PROGRAM SPECIALIST
Reports to:	Recreation Supervisors, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Performs responsible, professional recreation work under the general direction of the Recreation Supervisors, Assistant District Manager, or District Manager. Will be responsible for all duties, including but not limited to, administration, marketing, supervision, personnel and financial responsibilities of one or more major special programs or events.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Plans, coordinates, and directs one or more special programs or events
- Initiates, organizes, conducts, and evaluates events or programs
- Responsible for all marketing and promotion elements of program or event assignments
- Plans overall goals and objectives to be achieved in area of responsibility
- Hires, trains, advises, and evaluates part-time staff and volunteers in various activities
- Plans budget and determines expenses and revenue expectations to be met
- Responsible for all equipment and supplies needed for successful completion of work
- Secures revenue, such as, but not limited to, grants, donations, endowments, gifts, fees, fundraising, etc. to cover all costs related to events or programs
- Coordinates District personnel involvement and support in assigned program or event activities
- Represents the District and develops positive public relations in the community
- Responsible for maintaining a safe environment for both staff and patrons
- Helps oversee facility maintenance and upkeep as it relates to assignments

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods for successful supervision of staff in the development of appropriate program and event services for the District

RECREATION PROGRAM SPECIALIST

- Planning, organizing, and leading participants in a variety of activities
- Work harmoniously with staff, volunteers, and patrons
- Basic understanding of budgeting, business practices and principles
- Knowledge of various programs and events
- Understanding of safety and training protocols and procedures related to programming
- Personnel recruitment, training and evaluation procedures
- Communications and public relations
- Branding, marketing and fund raising
- Proficiency in computer operations and social media platforms
- Ability to utilize the talents and abilities of volunteers and other District staff effectively
- Self-motivated and directed and able to prioritize competing tasks

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration, Business Administration or related field
- A minimum of two years of full-time or part-time successful and progressive experience in community programming or event leadership

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

RECREATION PROGRAM SPECIALIST

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional to frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

Recreation Leaders, Recreation Aides, and Volunteers

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Program Specialist position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2021/PC_21.0921/Recreation.Program.Specialist_2021.0804.docx
12/14/2021

Job Description



Position:	RECREATION SUPERVISOR
Reports to:	Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week – 2080 hours/annual (1 FTE).

Position Overview

Under general direction of the Assistant District Manager or the District Manager, performs responsible, professional recreation work at a supervisory level by supervising staff and activities as they relate to the recreation functions of the District. These functions include, but are not limited to, children's programming, sport activities, aquatics, youth and adult activities, special community events, adapted programming, senior services, and other related duties as assigned.

Primary Objectives

Supervises a diverse schedule of professional recreation activities and special events which meet the community needs and District goals and objectives.

Responsibilities and Duties

- Initiates, organizes, coordinates, conducts, and evaluates an extensive, inclusive program of recreation activities for people of varied interests and abilities
- Hires, trains, advises, and evaluates recreation staff and volunteers in various activities
- Responsible for equipment and supplies necessary for the successful completion of programs and keeps appropriate records and inventory of all equipment
- Responsible for preparation of budget recommendations and budget control within the assigned area of responsibility
- Cooperates in promoting the highest level of professional standards throughout all District programs, events, and activities
- Prepares reports and other written material as needed to comply with administrative requests
- Represents the District in public meetings and develops positive public relations
- Implements marketing procedures in all areas of responsibility
- Responsible for maintaining a safe environment for both staff and patrons
- Helps coordinate and assist in the District-wide safety and inspection programs
- Provides safety training to staff
- Helps maintain and oversee facility maintenance and upkeep
- This position will work a varied work schedule as assigned

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill,

RECREATION SUPERVISOR

and ability required to perform this job.

- Supervise and assign staff and volunteers effectively
- Relate and communicate with staff, co-workers, volunteers, Program and District patrons in a respectful manner
- Learn and be accountable for all areas of staff and program supervision, and patron experience
- Successful supervision of employees in the development of appropriate recreation services for the District
- General knowledge of budgeting and business practices and principles
- Community engagement, public relations, and presentations
- Ability to work harmoniously and cooperatively with fellow employees and the public

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Equivalent to a Bachelor's degree with major course work in Recreation Administration or related field
- A minimum of two years full time, or equivalent, successful and progressive experience in community recreation leadership

License and Certification

Possession of, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- Throughout the duration of employment, maintain a Class C California driver's license with an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling, crawling, or squatting and climbing stairs
- Some bending and occasional work on rough, uneven terrain
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- The estimated working position is standing, walking and sitting approximately 90% of the time
- Must be able to travel to locations in, around, or outside the District Boundaries
- Making substantial movements (motions) of the wrists, hands, and/or fingers

RECREATION SUPERVISOR

- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends
- Work obligations may entail occasional field meetings and inspections
- Occasional work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high, precarious places
- Exposure to street/road traffic and noise

Work Environment

Direct Reports

Recreation Specialist, Recreation Coordinator, Recreational Leader I, II, and III, Recreation Aide; Youth/Adult Program Instructors, Umpires, Officials, Score Keepers, Referees, Program Managers, Intern(s).

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park Supervisor position approved 2/02/17. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/SharedDocuments/Job.Descriptions/Proposed/Recreation.Supervisor.Job.Description_2021.1019.docx
12/14/2021