



## **PARK & CAMPGROUND SPECIALIST LEAD**

**DEFINITION:** Under the direction of the Deputy Director of Operations and the Parks Manager, supervises parks employees and contractors engaged in carrying out entry-level skilled maintenance, landscape, carpentry, plumbing, electrical, concrete, masonry, construction projects, and performs related work as required. This position also acts in the capacity of a park and campground specialist performing such duties as greeting and providing information to park visitors, collecting park fees and overseeing the rules and regulations of the County park system, performing general maintenance and repair of park facilities and equipment; and performing related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** An incumbent of this class works at the fully skilled journey level and is responsible for the training, supervision, evaluation, and safety of a work crew engaged in carpentry, plumbing, electrical, concrete, and masonry projects. Incumbents work with considerable independence in carrying out assigned duties. Supervision is received via inspection of projects and progress. When required and as necessary, this position will perform the full range of tasks associated with public use of campground and other park facilities, and the maintenance of these facilities. Technical skill requirements related to construction projects would vary based on projects assigned, project specification and/or building codes, individual expertise, and crew composition.

**ESSENTIAL JOB DUTIES:** Trains and supervises personnel in carrying out unskilled to skilled maintenance, landscape, construction, carpentry, plumbing, electrical, concrete, and masonry projects, operation of hand and power tools and equipment used in carrying out construction and maintenance projects (power saws, chain saws, routers, trenchers, etc.); evaluates work of crew members; reads and interprets blueprints and specifications; plans daily schedule of tasks to meet project timetables and evaluates quality of work in progress to ensure compliance with plans, specifications, and standards; ensures safety of crew members and public. Receives and registers park visitors, collects fees, and provides information as needed; accounts for receipts; inspects various park areas; gives directions and explains interesting features relating to park facilities; oversees boating, swimming, and other regulations such as recreational vehicle use and control of pets; performs general maintenance work such as mowing lawns, raking leaves, repairing plumbing, roofs, drains, floors, and painting; performs minor construction work such as constructing restrooms, framing walls, mixing and pouring concrete, installing windows and doors; operates various equipment such as trucks, backhoes, loaders, chainsaws, lawn mower and hand tools; maintains equipment.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** High school graduate or equivalent with four years of full-time experience in carrying out semi-skilled maintenance, landscape, carpentry, plumbing, electrical, concrete, and masonry projects. Journey-level experience in one or more skilled trades such as carpentry, plumbing, and masonry is highly desirable.

**Knowledge of:** Purposes of the County park system, geography, points of interest, and principal recreation areas in the park system. Techniques and skills necessary to provide the leadership role in training, supervising, and directing the activities of crew members and project management, construction practices, and materials used in erecting, installing, repairing, and removing a diversity of structures and structural parts and/or landscape development and maintenance, building codes and occupational safety and procedures related to construction and maintenance activities; the proper use and care of various hand and power tools to complete construction, maintenance, and landscaping work; principles of written and oral communication and report writing techniques.

**Ability to:** Oversee park regulations; understand and carry out oral and written instructions; communicate effectively and deal tactfully with the general public and others contacted in the course of work. Read blueprints and specifications and supervise work; keep accurate records related to project costs, labor, time, and materials, exercise good judgment and decision-making with limited supervision; effectively train and supervise a work crew of two to four persons engaged in various construction and maintenance work activities; maintains a cooperative working environment and provide positive motivation to crew members; establish and maintain effective working relationships with staff, County departments, community agencies and representatives; work outdoors for extended periods under varying weather conditions, including extreme temperatures, sun, wind, and insects; handle, feel, and operate objects, tools, or controls; reach with hands and arms; stand, walk, and talk or hear; sit, climb and descend stairs and balance; stoop, kneel, crouch, and crawl; lift and carry

up to 75 pounds; work different shifts and weekends and holidays; interpret and enforce rules, regulations, and other policies with firmness, tact, and impartiality; prepare written reports.

**Special requirements:** You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination including drug screen. Your position may be required to serve as a Disaster Service Worker during a County emergency. May be required to supervise inmates performing maintenance work; work different shifts and weekends and holidays.

**NEPOTISM POLICY:** A copy of Inyo County Personnel Rules and Regulations, Section 107, is available upon request.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.