
Open Space Aide

DEFINITION

Under direct supervision, assists in the daily operation of open space preserves that are open for public access; assists in the performance of a variety of routine, unskilled maintenance and repair duties within open space preserves; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervising Open Space Technician. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the trainee-level class in the Open Space Technician series. Under close supervision, incumbents learn Authority land and facilities, use of tools and equipment, and a variety of construction, maintenance, and repair practices and procedures. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Assignments are normally characterized by the performance of physical labor and/or some degree of interaction with the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.

- Opens/closes open space staging areas by unlocking and locking gates, posting notices, announcing closing times, waiting for late returners, and completing parking violation notices.
- Assists with maintenance of open space staging areas by cleaning restrooms; removing weeds, litter, and debris, including emptying trash cans; and sweeping, raking, and blowing to maintain staging areas in a clean and orderly condition.
- Provides information and directions to open space visitors, including explaining Authority regulations; may take reports of complaints or unusual situations.
- Assists in patrolling Authority land by vehicle or foot to identify maintenance items or hazardous conditions, mitigate by correcting or barricading the problem, and report the need for repair.
- Performs preparatory work for maintenance activities, including gathering equipment, materials and supplies, loading and unloading materials, and laying out materials and equipment for projects.
- Performs preventive maintenance and simple repairs on picnic tables, benches, and sign boards.
- Assists in performing trail maintenance and construction duties, including trail brushing and clearing vegetation.
- Learns to and operates a variety of mechanical and power tools and equipment such as brush cutters, blowers, hedgers, and various hand tools required for construction and maintenance duties performed.
- Maintains daily log of work performed, visitor interactions, and materials and equipment used.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

Santa Clara Valley Open Space Authority

Open Space Aide

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office practices, methods, computer equipment, and basic computer applications.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices; on and off road.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

Ability to:

- Perform basic construction, maintenance, and repair work with accuracy, speed, and general supervision.
- Apply safe work techniques in a variety of situations.
- Safely and effectively learn to use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work; perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Authority sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter,

Santa Clara Valley Open Space Authority

Open Space Aide

and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. May involve exposure to wild and/or dangerous animals. Employees may interact with staff and/or public and private representatives on sensitive matters in interpreting and enforcing Authority policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays. Must wear prescribed Authority uniform and adhere to strict safety procedures and work habits. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment.

EFFECTIVE: 07/01/2018
REVISED: N/A
FLSA: Non-Exempt