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## **LEAD OPEN SPACE TECHNICIAN**

### **DEFINITION**

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing construction, modification, maintenance, restoration, and repair of Authority land and facilities, including trail construction and maintenance, resource management tasks, and general building and field maintenance; sets priorities and directs the work of assigned staff on a day-to-day basis; uses and operates a variety of manual and power tools and equipment; patrols Authority land and enforces regulations; responds to requests and inquiries from the public and provides visitor information as necessary; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervising Open Space Technician. Exercises technical and functional direction over and provides training to assigned staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the Open Space Technician series that performs the most complex duties required to ensure that Authority land and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of construction, maintenance, and repair and resource management duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Supervising Open Space Technician in that the latter is the full supervisory-level class and has responsibility for planning, organizing, supervising, reviewing, and evaluating the work of field staff.

### **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.*

- Provides technical and functional supervision to assigned staff and volunteers; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff and volunteers; and provides input into employee evaluations.
- Plans, schedules, prioritizes, and assigns work in consultation with the Supervising Open Space Technician; communicates status of projects to appropriate personnel and works cooperatively to schedule projects in accordance with established and special operational priorities; trains employees in work methods and procedures, use of tools and equipment, and relevant safety precautions and procedures.
- Inspects assigned Authority properties and facilities for construction and maintenance and resource management needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.

# Santa Clara Valley Open Space Authority

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## Lead Open Space Technician

- Performs a variety of administrative duties to support field operations including ordering supplies and equipment for work projects, researching vendors and negotiating prices; maintains records of purchase orders and monitors expenditures; tracks time sheets and daily activity logs; performs team and individual check ins, and maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Inspects and evaluates work in progress and upon completion to assure that projects are performed in accordance with Authority standards and specifications; provides input on project scoping and application.
- Coordinates construction and maintenance projects, including evaluating project site, ensuring availability of equipment and materials, calculating measurements, reading and interpreting technical specifications and plans, and recommending and implementing changes as needed.
- Coordinates funding for projects between Natural Resources Conservation Service (NRCS) and ranchers, including developing scopes of work, conducting site visits with contractors, and planning and prioritizing availability of staff and resources.
- Oversees and performs patrols, visitor services, construction, maintenance, restoration, and repair, trail and road maintenance and construction, resource management, native plant restoration and management, and facilities and structure construction and maintenance duties.
- Operates, and maintains a variety of mechanical and power tools and equipment such as chain saws, drills, brush cutters, excavators, power augers, tractor loaders, welder, mowing tractors, all-terrain vehicles, woodchipper, and various hand tools required for construction, carpentry, plumbing, and welding.
- Observes safe work methods and makes appropriate use of related safety equipment as required; oversees and participates in inspecting facilities and work areas to ensure a safe work environment; conducts inspections to ensure safe storage and disposal of hazardous materials.
- Provides professional staff assistance to management staff; participates and provides staff support to a variety of interdisciplinary committees and boards; research, prepares, and presents comprehensive staff, technical, fiscal, and administrative reports, and other correspondence as appropriate and necessary.
- Attends meetings, workshops, and training sessions; stays abreast of new trends and innovations in the field of open space construction, restoration, and maintenance and resource management as it relates to area of assignment; prepares reports of changes to management and provides recommendations on implementation and impact of changes.
- Provides support and lead direction to staff for controlled burns and various emergency services, such as wildland fire suppression, search and rescue (SAR), and medical response; controls traffic and monitors affected areas to ensure the safety of the public and staff; coordinates activities with SAR agencies; provides First Aid and CPR as needed.
- Provides support to contracting and procurement for Field Operations projects, including the Request for Proposal process.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.
- Basic outdoor skills and hazards identification.

# Santa Clara Valley Open Space Authority

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## Lead Open Space Technician

- Principles and standard practices of several trades as they apply to construction, maintenance, and repair of open spaces, parks, and related structures, including carpentry, plumbing, welding, mechanical maintenance, electrical, painting, and irrigation work.
- Principles and practices of resource management, including ecosystem restoration, weed management, and habitat restoration.
- Advanced land navigation using various tools.
- Basic methods and techniques of emergency response, Cardiopulmonary Resuscitation (CPR), and search and rescue.
- Wildland firefighting, fire behavior, fire weather, and firefighting techniques.
- Flora, fauna, cultural, and geological resources, specifically those found on Authority lands.
- The operation and minor maintenance of a variety of hand and power tools and light to heavy equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices; on and off road.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of open space technician personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and perform a variety of construction, modification, maintenance, and repair work with accuracy, speed, and minimal supervision.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Apply safe work techniques in a variety of situations; safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work; perform routine equipment maintenance.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Perform various emergency medical aid, fire suppression, search and rescue, and other emergency response and prevention activities.
- Handle medical emergencies and injuries in a calm and effective manner, including providing first aid and CPR.
- Maintain accurate logs, records, and basic written reports of work performed.

# Santa Clara Valley Open Space Authority

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## Lead Open Space Technician

- Give, as well as understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Effectively represent the Authority in meetings with community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, to effectively perform the work.
- 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 (12<sup>th</sup>) grade supplemented by college-level coursework in park maintenance, resource management, or a related field and two (2) years of experience at the Open Space Technician II level, and one (1) year experience providing functional direction.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License.
- Depending on assignment, possession of, or ability to obtain, a valid California Class A and/or Class B Driver's License and required endorsements within nine (9) months of employment.
- Possession of, or ability to obtain, Standard First Aid and Cardiopulmonary Resuscitation (CPR) certification within six (6) months of employment.
- Possession of, or ability to obtain, First Responder Certification.
- Possession of, or ability to obtain, Chainsaw Operator Certification.
- Possession of, or ability to obtain, 4 Wheel Drive and ATV Safety Certification.
- Depending on assignment, possession of, or ability to obtain, Qualified Applicator Certificate issued by the California Department of Pesticide Regulation.

### **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, 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

## **Santa Clara Valley Open Space Authority**

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Lead Open Space Technician

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 and 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.

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