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## OPEN SPACE TECHNICIAN I

### **DEFINITION**

Under general supervision, performs a variety of semi-skilled work in the 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; learns to use and operate 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 Field Operations Manager. Exercises no direct supervision over staff. May provide technical and functional direction to assigned seasonal staff and/or volunteers.

### **CLASS CHARACTERISTICS**

This is the entry-level class in the Open Space Technician series. Initially under close supervision, incumbents with basic maintenance experience learn Authority land and facilities, use of tools and equipment, and a wide variety of construction, modification, maintenance, restoration, and repair practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. 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.

### **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.*

- Assists in patrolling Authority land by vehicle or foot to ensure safe and proper use of Authority lands and facilities; learns and enforces Authority regulations and pertinent local, state, and federal regulations as approved.
- Provides visitor interpretive services, including providing information, directions, and assistance to the public in a variety of situations; taking accident, injury, and incident reports and assisting the public with complaints or unusual situations; explaining Authority history, programs, and projects; and making presentations and providing tours of lands and facilities as requested.
- Performs a variety of semi-skilled construction, maintenance, restoration, and repair activities of Authority properties and related facilities to ensure safe and efficient access for the public and staff.
- Assists in performing trail and road maintenance and construction duties, including trail brushing, clearing downed trees, erosion control, and tread restoration; maintains and constructs drainage systems, trail bridges, culverts, fences, signs, troughs, and gates.

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- Assists in performing resource management tasks, including ecosystem restoration and restoration enhancements, identifying, removing, and spraying non-native invasive plants, pest control, identifying habitat concerns and sharing information with appropriate staff, habitat creation and seed collection, maintaining wildlife cameras, maintaining grazing program infrastructure, performing spring development; and participating in data collection projects as assigned; assists California Department of Fish and Wildlife (CDFW) wardens with resource rehabilitation.
- Participates in tasks related to native plant restoration and management; researches and recommends invasive plant management activities and restoration projects.
- Locates, identifies, monitors, and provides reports on rare plant species in compliance with Authority, local, state, and federal regulations.
- Assists in maintaining Native Plant Nursery, including construction, maintenance, and repair of nursery facilities, irrigation systems, and related structures and caring cares for plants.
- Performs facilities and structure construction and maintenance, including semi-skilled carpentry, painting, electrical, welding and plumbing tasks, general custodial duties, and water system installation and maintenance.
- Learns to and operates and maintains a variety of mechanical and power tools and equipment such as chain saws, drills, brush cutters, power augers, tractor loaders, welder, all-terrain vehicles, wood chipper, and various hand tools required for construction, carpentry, plumbing, welding, and maintenance duties performed.
- Inspects assigned areas for future work projects; may complete and submit work requests.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- May oversee volunteers, seasonal workers, and/or other groups on assigned projects; inspects work to ensure quality control, proper use of equipment, and safety of participants.
- Inspects facilities and work areas to ensure a safe work environment; conducts inspections to ensure safe storage and disposal of hazardous materials.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Attends meetings, conferences, workshops, and training sessions; stays abreast of new trends and innovations in the field of resources management as it relates to area of assignment.
- Receives and acts upon complaints, referrals, and concerns from the public; responds to and performs work in emergency situations as required.
- May assist in search and rescue operations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.
- Basic outdoor skills and hazards.
- Basic 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.
- Basic principles and practices of resource management, including ecosystem restoration, weed management, grazing practices, and habitat restoration.
- The operation and minor maintenance of a variety of hand and power tools and light to medium equipment.

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- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- 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, modification, maintenance, and repair work with accuracy, speed, and general supervision.
- Learn flora, fauna, cultural, and geological resources of California, specifically those found on Authority lands.
- Learn and apply applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Apply safe work techniques in a variety of situations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work; perform routine equipment maintenance.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- 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 (12<sup>th</sup>) grade supplemented by college-level coursework in park maintenance, resource management, or a related field and one (1) year of experience in construction, maintenance, and/or repair of parks, open spaces, and/or related facilities.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License.
- 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, Chainsaw Operator Certification.
- Possession of, or ability to obtain, 4 Wheel Drive and ATV Safety Certification.

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- Depending on assignment, possession of, or ability to obtain, Qualified Applicator Certificate (QAC) 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 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: April 1, 2014  
REVISED: N/A  
FLSA: Non-Exempt