



City of Anaheim

Part Time Parks Field Coordinator

SALARY	\$36.77 - \$40.54 Hourly	LOCATION	City of Anaheim, CA
JOB TYPE	Part Time	JOB NUMBER	2024-00141
DEPARTMENT	Community Services	OPENING DATE	06/11/2024

Description



The **City of Anaheim Community Services Department** seeks a dynamic and team-oriented **Part Time Parks Field Coordinator**. The incumbent will perform varied duties related to coordinating training schedules and/or equipment repair with each Parks Field Supervisor to maintain service levels to the citizens of Anaheim. This position will interact with the various levels of the Parks Services staff as well as with the public.

Candidates must possess the following certificates within one year of date of appointment and as a condition of continued employment:

- Department of Pesticide Regulations (DPR) Qualified Applicator Certificate (QAC) **or** Qualified Applicators License (QAL)
- National Playground Safety Inspector certification.
- Candidates who possess a current Pest Control Advisor license issued by the State of California is desirable and/or possession of an Irrigation Association (IA) Water Auditor certification highly desirable.

The mission of the Community Services Department is to enrich individuals, families, and the community through the provision of services, facilities, and programs which improve the quality of life in Anaheim.

This is a part-time position typically averaging thirty (30) hours per week. A minimum number of hours is not guaranteed.

Essential Functions

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Coordinate training schedules and/or equipment repair activities with each Parks Field Supervisor in order to maintain service levels to the citizens of Anaheim.
- Oversee playground equipment maintenance and repair and ensure compliance with National Playground Safety requirements.
- Respond to and address citizen complaints and coordinate park service requests.
- Coordinate routine day-to-day operational procedures with outside contractors as well as other city departments and/or divisions.
- Approve bills, ensure accounts are current, and research billing questions; conduct purchasing research; provide assistance in estimating park maintenance service costs and purchase supplies and equipment for the Parks Services Division.
- Monitor and log equipment repair, supply and gas usage and hazardous materials and maintain other miscellaneous records as required; keep inventory; research and oversee leased equipment; coordinate and/or monitor motorized equipment service and/or repairs.
- Prepare fertilizer and monthly pesticide use reports, Drainage Area Management Plan (DAMP) reports and other reports as required.
- Coordinate and conduct annual pesticide application training for Park Maintenance Worker I/II's; coordinate and monitor new and existing environmental and safety regulations compliance; serve as department Safety Coordinator; attend safety committee meetings; and review accident reports for completeness.
- Conduct training for Laborers, Park Maintenance Worker I/II's, and Park Field Supervisors, write departmental procedures pertaining to playground inspections and pesticide applications; and provide assistance in developing and monitoring conformance to all work standards, regulations and contracts in order to meet quality standards and conform to Federal and State regulations related to playground safety and pesticide applications.
- Perform duties and responsibilities as required.

Qualifications

Experience and Training:

- Responsible experience in the area of park field maintenance operations; including administrative support experience.
- Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

Knowledge of:

- Methods and equipment used in turf maintenance, gardening, and water conservation.
- Training techniques.
- Safety practices and requirements.
- The National Recreation and Parks Association (NRPA) Playground Safety requirements.
- Cal/OSHA worker and safety training requirements.
- Equipment maintenance requirements.
- Record keeping methods.

Ability to:

- Effectively resolve citizen complaints.
- Prepare cost estimates.
- Monitor contracts; maintain records.
- Coordinate and conduct training.
- Schedule equipment maintenance and repair to coordinate with work schedules.
- Maintain inventory and order supplies and equipment.
- Apply job-related policies and procedures.
- Operate a personal computer using word processing, spreadsheet, and job-related software programs.
- Prepare clear and concise oral and written reports.
- Effectively communicate with the public, co-workers and management.
- Establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required:

- Possess and maintain an appropriate, valid California driver's license by date of appointment and as a condition of continued employment.
- Possess and maintain a valid Department of Pesticide Regulation (DPR) Qualified Applicator Certificate (QAC) or Qualified Applicators License (QAL) issued by the State of California within one year of date of appointment and as a condition of continued employment.
- Possess and maintain a valid National Playground Safety Inspector certification within one year of date of appointment and as a condition of continued employment.
- Possession of a current Pest Control Advisor license issued by the State of California is desirable and/or possession of an Irrigation Association (IA) Water Auditor certification is desirable.

Please be advised of the following environment/working conditions:

Environmental Conditions:

- Work is performed primarily in a standard office setting with some travel to different sites.

Physical Conditions:

- Primary functions require sufficient physical ability and mobility to work in an office setting.
- To stand or sit for prolonged periods of time.
- To occasionally stoop, bend, kneel, crouch, reach, and twist.
- To lift, carry, push, and/or pull light to moderate amounts of weight.
- To operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- To verbally communicate to exchange information.

Supplemental Information

IMPORTANT APPLICATION INFORMATION AND INSTRUCTION

Applications will be accepted on a **continuous basis** until a sufficient number of qualified applications have been received. The deadline for the first review of applications is on **June 25, 2024, at 5:00PM.**

Applicants are encouraged to apply early as this recruitment may close at any time without notice. Applicants that apply after the first review are not guaranteed to be considered for this recruitment

The selection process may include, but is not limited to, a skills assessment and oral interview.

The eligibility list established from this recruitment may also be used to fill the current and/or additional vacancies throughout the City.

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communications by any other method.

Equal Opportunity Employer

Agency

City of Anaheim

Address

Website

<http://www.anaheim.net/jobs>

Part Time Parks Field Coordinator Supplemental Questionnaire

*QUESTION 1

The following Supplemental Questionnaire is part of the examination for this position and will be used to evaluate your qualifications. Based upon the application and responses to the supplemental questionnaire, the best qualified candidates will be invited to participate in the recruitment process. Please read each question carefully and provide a thorough and complete response, detailing your education and work experience. Failure to fully detail all experience or stating experience in response to the supplemental questions but not listing the experience in the application, copy/pasting information, or responses such as "See Resume" or "See Application" will result in your application not being considered. You will not have an opportunity to provide additional information if your application is not selected to proceed in the recruitment process, so you should be sure to detail all relevant education and work experience within your application and supplemental questionnaire. Do you understand this statement?

- Yes
- No

*QUESTION 2

Do you have a valid California Driver's License?

- No, and I am unable to obtain one.
- No, but I am able to obtain one by date of appointment.
- Yes, I possess a valid California Driver's License.

*QUESTION 3

This position requires that you possess a Department of Pesticide Regulation (DPR) Qualified Applicator Certificate (QAC) or Qualified Applicators License (QAL) issued by the State of California within one year of appointment. Do you understand this requirement?

- Yes, I have a Department of Pesticide Regulation (DPR) Qualified Applicator Certificate (QAC).
- Yes, I have a Qualified Applicators License (QAL) issued by the State of California.
- Yes, I have both the above certificate and license.
- Yes, I am able to obtain a certificate or license within one year of appointment.
- No, I am unable to obtain a certificate or license.

*QUESTION 4

Please list which certificate and/or license that you have, license number, and the expiration date(s). Your certificates must be attached to your application. Failure to attach certificate(s) could lead to your application not being considered. If none, type N/A or list where are you in the process of obtaining these certificates (i.e. schedule for exam etc.).

*QUESTION 5

This position requires that you possess a Certified Playground Safety Inspector within one year of appointment. Do you understand this requirement?

- Yes, I have a National Playground Safety Inspector Certification.
- Yes, I am able to obtain one within one year of appointment.
- No, I am unable to obtain one.

***QUESTION 6**

If you have a Certified Playground Safety Inspector, please list your certificate number and expiration date. Please make sure certificate is attached to your application. If none, type N/A.

***QUESTION 7**

Do you possess a current Pest Control Advisor license issued by the State of California? If yes, please make sure certificate is attached to your application.

- Yes
- No

***QUESTION 8**

Do you possess an Irrigation Association Water Auditor certification? If yes, please make sure certificate is attached to your application.

- Yes
- No

***QUESTION 9**

Please describe your experience in preparing fertilizer and monthly pesticide use reports and Drainage Area management Plan reports.

* Required Question