



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

MAINTENANCE AND SAFETY MANAGER

FULL TIME EXEMPT

DEADLINE TO APPLY: Wednesday, July 24, 2024

TO APPLY: Online at: <https://www.governmentjobs.com/careers/norfun/> or submit to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312, a District Employment Application (resume's will be accepted only with a completed Application), current DMV printout, and Questionnaire. Current employees can submit an Employee Job Interest Form. The application or Job Interest form can be downloaded from the District's website at www.norfun.org, Human Resource, Current Opportunities or request from the Personnel Office at 392-2000.

STARTING SALARY RANGE: \$33.40 - \$36.83 + benefits

MAXIMUM RATE: \$44.76

HOURS: Full time, normally Monday – Friday. May work irregular hours, including evenings, weekends, holidays when needed.

BASIC FUNCTION: Responsible for and participates in the maintenance and-safety of District parks, grounds, streetscapes and medians, facilities, and all their amenities. This includes personnel, safety and associated training, budget management, the purchasing of supplies, materials, and equipment and various types of inspections, record keeping and data input.

QUALIFICATIONS: Equivalent to an associate degree in a related field from an accredited college or university and four years increasingly responsible experience in park and/or facility maintenance including three years' experience in a lead or supervisory capacity. Certification by an affiliated agency of the trades or craftsmanship profession and/or plumbing, electrical tradesmanship is preferred. Management level experience in a facilities maintenance service operation, specializing in plumbing and/or electrical trades, may be substituted for degree requirement. Must possess a valid California driver's license and present DMV printout when applying. Applicant's driving record must comply with District safety standards. May be required to possess and maintain or be able to obtain within one year of appointment one or more of the following, CPSI Certification "Certified Playground Safety Inspector", AFO Certification "Aquatic Facility Operator" CA Department of Food and Agriculture Qualified Applicator Certificate, Categories A- residential, industrial, and institutional; B- Landscape Maintenance; and C- Right of Way dependent upon assignment. Category F- Aquatics. Knowledge of employee supervision, training and evaluation; principles, practices and procedures related to recreation facilities and public park environments; skilled and complex tasks in park and landscape maintenance involving maintenance of plants, shrubs and trees and landscape methods; irrigation systems and their efficient management and maintenance; tools, equipment and materials used in landscape maintenance; pest control regulations; chemicals such as herbicides and pesticides used in parks and the safe application, proper use, and storage of such chemicals; all phases of facility management, park amenities maintenance and various construction, fabrication and repair methods and related materials and tools including general fabrication standards; Ability to read and interpret construction working blueprints and diagrams; safety practices, safe work methods and safety regulations; and related computer applications. Ability to plan, direct, train and evaluate the work of employees; coordinate multiple projects and meet critical deadlines; exercise independent judgment and initiative within established guidelines; recommend and implement objectives, policies, procedures, work standards and internal controls; safely and effectively operate related landscape tools and equipment recognizing unsafe equipment, conditions and problems, evaluating alternatives and recommend effective solutions; read landscape plans and identify common landscape plants and plant health problems; familiarity with blueprints; maintain and manage irrigation systems and the efficient use of water; perform heavy work and willingness to perform manual tasks; establish and maintain effective working relationships and positive public relations; communicate effectively and interact courteously with others; understand, read and follow instructions; prepare and maintain records and reports; and utilize a computer for related applications. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading, or speaking with others; and respond appropriately to correction and feedback from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon passing the following:

- ◆ A background investigation will be conducted to include fingerprinting;
- ◆ must submit to a post offer medical exam, functional capacity exam and drug screen;
- ◆ a valid California Class C driver's license throughout employment and driving record must comply with District safety standards;
- ◆ must submit verification of your identity and citizenship or legal right to work in the United States.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work activities are performed mainly in an outdoor work environment, in all weather conditions, a standard shop, driving from site to site, operating various vehicles and related equipment. Work near moving mechanical parts and frequent exposure to fumes airborne particles, equipment vibrations and loud noises. Work in confined areas and various heights. Work activities include lifting, carrying, and moving heavy objects (up to 50 lbs), walking, sitting, stooping, kneeling, climbing, operating a truck, tractor, cart, and related equipment. Work activities in an indoor work environment include maintenance projects, staff training, and office work, to include reading, writing, using a computer, and communicating with others, in-person, telephone, or email. Required to work nights, weekends, holidays and multiple shifts when needed. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. Depending on the area of responsibility assigned, may not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Performs supervision and technical work in the maintenance and repair of parks, facilities, streetscapes and related vehicles and equipment.
- Supervise, assign, and performs complex and skilled park maintenance tasks and technical work in the maintenance and routine care of the District's turf areas, landscape areas, playgrounds, buildings, pools, restrooms, hard surfaces, athletic fields, shelters and other public grounds and ensures that the results meet District standards.
- Skilled in troubleshooting plumbing, electrical, HVAC systems, and other technical trades, with the ability to either delegate tasks, perform necessary repairs, or determine if work should be outsourced to an external contractor.
- Responsible for the assignment of equipment, the proper operation and training, participates in the preventative and routine maintenance and repair of park and landscape maintenance equipment, and purchases supplies and equipment following the established procedures.
- Perform regular inspections to ensure that parks, shelters, playgrounds, and facilities are in clean and orderly condition and there are no apparent safety hazards; evaluates and reports on the condition of the resources and confers on practices necessary to correct any problems and improvements.
- Evaluate and participate in the maintenance of a safe environment and safe work practices and conduct employee safety training.
- Assists in research and development of District safety projects as directed; maintains District fire extinguishers; coordinates annual disaster drill for specific work areas; monitors, updates, and supervises the Safety Data Sheet (SDS) program.
- Conduct and supervise pest control practices in a safe manner and maintain a record of said practices; implement the safe storage and handling of all pesticides and other chemicals.
- Operate a District vehicle in performance of related duties.
- Schedule and coordinate work assignments for the respective area of supervision; reports on potential or actual employee performance problems and recommends any disciplinary action, conducts staff evaluations, and participates in staff selection and training.
- Participate in the development and implementation of objectives, policies, procedures, and work standards and maintain accurate records and prepare various reports.
- Maintain effective working relationships with the public and respond to emergencies and inquiries.
- Coordinate and participate in the set-up and take down of assigned special events.
- Participate in budget preparation and management of resources in the respective area of supervision.
- Is a member of the District's Management Team and as such participates in its functions.
- Maintain the required safety training designated for this position.
- Attends required meetings throughout the year.
- Performs special projects and other work as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE: All employees are expected to provide outstanding customer service; serve the public and interact with co-workers and others in a positive, courteous, and professional manner; maintain a respectful attitude; and are responsible for the efficient and effective delivery of services. Supervisors will perform their supervisor duties to comply with district policies and state and federal personnel laws to create a cooperative, safe, respectful, and quality work environment.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Drive, Bakersfield, Ca. 93312 (661) 392-2000

www.norfun.org



PERSONNEL OFFICE
3825 Riverlakes Drive, Bakersfield, California 93312
Office (661) 392-2000 www.norfun.org

POSITION APPLYING FOR:

APPLICATION INSTRUCTIONS

- Your further consideration for the position will depend upon the accurate information you provide on this application regarding your ability to meet or exceed the minimum requirements of the position. **This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
- Notify the Personnel Office immediately if you have a change of address, phone, or employer.
- You must submit any documents required with your application, (i.e.; typing certificate, DMV printout). Any material submitted during the application process becomes the property of NOR unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- RESUMES may be added, but may not be substituted for completion of this application.**
- Please complete the Applicant Data Record. Avoid any other reference to religion, race, nationality or any other legally protected status.
- A separate application is required for each position.
-

01/2018

PERSONAL INFORMATION

NAME: _____	APPLICATION DATE: _____
ADDRESS: _____	
<small>Number Street</small>	<small>City</small>
<small>State</small>	<small>Zip Code</small>
HOME PHONE: _____	BUSINESS/MESSAGE PHONE: _____
CELL PHONE: _____	E-MAIL: _____

The best number to reach you would be (check any that apply): Home___ Cell___ Business___ E-mail___

Are you currently employed? Y <input type="checkbox"/> N <input type="checkbox"/>	May we contact your current employer? Y <input type="checkbox"/> N <input type="checkbox"/>
HOW DID YOU HEAR ABOUT THIS JOB OPENING?	
<input type="checkbox"/> Friend/Relative: _____	<input type="checkbox"/> District Website
<input type="checkbox"/> Other internet site	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other (please specify): _____
What date are you available to work: _____ Are you available to work Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> If unavailable for full time, please explain:	
What days and hours are you available to work?	
Have you ever applied to, work, or volunteered with NOR? Y <input type="checkbox"/> N <input type="checkbox"/>	
(check all that apply) Applied <input type="checkbox"/> Worked <input type="checkbox"/> Volunteered <input type="checkbox"/>	
<i>If yes; state dates, positions and reason for leaving.</i>	
List any different name(s) used:	
Do you have any friends or relatives working for NOR? Y <input type="checkbox"/> N <input type="checkbox"/>	<i>If yes, state name(s) and relationship:</i>
If hired, would you have a reliable means of transportation to and from work? Y <input type="checkbox"/> N <input type="checkbox"/>	
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <i>If no, describe the functions that cannot be performed.</i> Y <input type="checkbox"/> N <input type="checkbox"/>	
<small>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</small>	
Are you at least 18 years old? (if under 18, if hired, you will be required to provide a work permit)	N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>
Are you legally eligible to be employed in the United States? (proof of identity and eligibility will be required upon employment)	Y <input type="checkbox"/> N <input type="checkbox"/>

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

EMPLOYMENT HISTORY (A Resume will not be a substitute for completing the information required in this section)

List all present and past employment for the **last 7 years starting with your most recent employer**. Include military service, volunteer activities, student period, or other special activities and also include any periods of unemployment. Incomplete information may exclude you from further consideration.

How many years experience have you had that would qualify you for this position, PAID: _____ UNPAID: _____

If any employment was under a different name, indicate name: _____

1. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

2. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

3. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

4. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? If yes, explain: _____ **Y** **N**

For additional experience, use an additional sheet of paper with the above information or complete the Additional Work Experience form

EDUCATION, TRAINING, AND EXPERIENCE

High School-highest grade completed: _____ Graduated: Y N GED: Y N Name & location: _____

COLLEGES, UNIVERSITIES, BUSINESS OR TRADE SCHOOLS **LIST ALL APPLICABLE TO THIS POSITION.**

Name, Address, City, State, Zip	Course Of Study	# of yrs completed	Degree Or Diploma OR # of units completed

ADDITIONAL INFORMATION

Other training, skills or experience **RELATED** to the position applied for: (computers, office machines, typing speed, foreign languages, special courses, machinery, etc...)

Professional License, Certificates, or Memberships **RELATED** to position: (Title/Registration #/Expiration Date)

Have any of the licenses or certificates listed above ever been revoked or suspended? Y N

If yes, state reason(s), date of revocation or suspension and date of reinstatement:

State any additional information you feel may be helpful:

REFERENCES *List three persons not related to you who have knowledge of your work performance.*

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

PERSONNEL USE ONLY:

APPLICANT'S STATEMENT

Please read carefully and sign below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand, also, that I am required to abide by all rules and regulations of the District throughout my employment. In addition, I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

APPLICANT SIGNATURE: _____ **DATE:** _____

North of the River Recreation and Park District may conduct reference and employment verifications prior to an offer of employment. Please sign the Disclosure Authorization and Release form below. It will be used when former employers request employee authorization prior to releasing employment information.



North of the River
recreation and park district

3825 Riverlakes Drive, Bakersfield, CA 93312 (661)392-2000 www.norfun.org

DISCLOSURE AUTHORIZATION AND RELEASE

RE: REFERENCE CHECK FOR EMPLOYMENT

TO WHOM IT MAY CONCERN:

I have applied for employment with North of the River Recreation and Park District. I hereby consent to the release of any and all information regarding my employment, job performance and any other pertinent information that you may have to any authorized employee, representative, or agent of North of the River Recreation and Park District. This information may be provided either verbally or in writing. This includes, but is not limited to, employment and education records and transcripts which you may possess, whether or not such records or information are confidential, privileged and/or of a derogatory nature.

In addition to authorizing the release of any information regarding my employment, I hereby direct you to release the requested information, records and/or transcripts upon request of the bearer. I understand that the information and records provided are for the official use of the District. I specifically and permanently waive any rights I may have to review or inspect any records, transcripts or information received during the course of the District's investigation.

I hereby release, hold harmless and indemnify you, as the custodian of any such records, my present and former employer(s), the District, and any educational institution which I may have attended, including all officers, agents, employees, representatives, or other personnel of any of those entities both individually and collectively, from any and all liability, damage, suits, actions or claims of whatever kind, that may directly or indirectly result from compliance with this authorization or any attempt to comply with it, by any person or party, whether such information is favorable or unfavorable to me.

A photocopy of this release form shall be as valid as the original. I acknowledge that I am entitled to a copy of this authorization and release of liability.

SIGNATURE:

DATE:



APPLICANT DATA RECORD

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ Male Female

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

- | | |
|--|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> School |
| <input type="checkbox"/> NOR Website (norfun.org) | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Other internet site (specify) | |
| <input type="checkbox"/> Newspaper (specify) | |
| <input type="checkbox"/> Friend/relative (name) | |
| <input type="checkbox"/> Employment Agency | |

EDUCATION: (Please check the highest level achieved):

- | | |
|--|--|
| <input type="checkbox"/> Not a HS Graduate | <input type="checkbox"/> College Degree: _____ |
| <input type="checkbox"/> HS Diploma/GED | _____ |
| <input type="checkbox"/> Some College | |

ETHNIC ORIGIN: (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> White / Caucasian | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Black / African/American | <input type="checkbox"/> Asian / Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Filipino | |

APPLICANT NAME: _____
APPLICATION DATE: _____

ADDITIONAL WORK EXPERIENCE

5. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

6. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

7. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

8. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Additional Information: