



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065

### **JOB OPPORTUNITY BULLETIN PROJECT ASSISTANT I**

January 2, 2019

#### **POSITION SUMMARY**

The Project Assistant I will assist the Park Development team with tasks related to accessibility surveys at existing MRCA parks, including site surveys and measurements of parking lots, pathways, restrooms, and other public amenities.

This position requires a responsible, organized, detail-oriented, meticulous, self-starter who can work independently or as part of a team. The individual must be able to make consistent progress on a backlog of tasks without reminders and must record accurate and fully complete data.

This is technical work in the field utilizing accessibility survey software, checklists, and measuring tools including a level to measure grade changes, and in the office utilizing AutoCAD to record site layouts, for a person at an intern level. AutoCAD proficiency and training in grading, surveying, and site analysis is required. The work performed will support MRCA's operation of nature parks within greater Los Angeles, contributing to the development of a comprehensive ADA barrier removal program.

**Applications are due February 4, 2019 at 5:00 p.m. Pacific Standard Time.**

#### Type

This is a part-time, non-exempt, temporary, at-will position.

#### Supervision

This position reports to the Chief of Park Development. Assorted tasks may be supervised by Project Managers and Executive Staff. The position supervises no other staff.

#### **ESSENTIAL FUNCTIONS**

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

- Travel to various park sites to conduct site accessibility evaluations and record the existing conditions of parking lots, paths of travel, restrooms, and other public amenities.
- Use a self-leveling laser system to determine accurate elevations of various points, relative to an established base point, with accuracy to the nearest 1/8".
- Measure distances (both vertical and horizontal) to the nearest 1/8" using manual tape measures and other devices, and accurately sketch associated comprehensive site and room layouts, maintaining meticulous files of findings.

- Count parking spaces, fixtures, and other amenities thoroughly and accurately and maintain meticulous files of findings.
- Complete comprehensive checklists for each site using BlueDAG software.
- Document existing conditions with photographs that include known reference points.
- Transfer field notes and measurements into AutoCAD site and room layout drawings.
- Follow established procedures and standards for AutoCAD.
- Produce draft reports for each site for review by Project Manager, and revise reports as needed to address Project Manager's comments. Revisit sites, as needed, to collect additional data.
- Compose comprehensive and detailed narrative descriptions of the site conditions and work performed for reports.
- Work closely, collaboratively, and practice clear and frequent communication with other staff to complete site inventories.
- Maintain good habits of answering and responding to incoming telephone calls, correspondence, and when communicating and providing customer service to citizens who seek assistance.
- Maintain positive relationships with coworkers, representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large.
- Perform related duties as required.

## **JOB SPECIFICATIONS**

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to position self to perform measurement and inventory tasks, frequently move about work sites, operate a mobile system to complete checklists, travel to various park sites, frequently operate measuring tools to record measurements indoors and in outdoor weather conditions, transport tools between vehicles and work sites on a daily basis, occasionally ascend/descend a ladder to access areas of work, remain in a stationary position, move about inside the office to access supplies and office machinery, frequently communicate and exchange information, review handwritten, electronic and facsimile documents, and operate a computer and other office productivity machinery. The employee must occasionally move items weighing up to 20 pounds.

### Required Hours and Location

Monday through Friday, 20 hours per week with some scheduling flexibility. Start time may vary and be early to accommodate park operations and team scheduling. Occasional

work evenings or weekends upon prior approval by supervisor. The position will be based at the Los Angeles River Center and Gardens but is required to frequently travel to various other locations. Offices at the River Center are spread among multiple buildings and floors.

## **MINIMUM QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### Education and Experience

- High School Diploma.
- One (1) year of completed coursework in Landscape Architecture, Land Surveying, Civil Engineering, or a closely related environmental design field.

### Training and Certification

- Completion of coursework in site analysis, surveying, and grading.
- Completion of basic drafting course.

### Knowledge of:

- State of California Building Code and ADAS requirements for public facilities.
- Intermediate proficiency in AutoCAD software.
- Construction practices for architecture and landscape improvements.
- Basic proficiency in Microsoft Office programs including word processing, spreadsheets, and databases using Windows-based devices.
- Office practices and procedures.

### Ability to:

- Comprehend principles of basic grading, slope interpretation and analysis.
- Work independently to complete multiple tasks under deadlines.
- Learn technical material.
- Consistently follow procedures.
- Prioritize varying tasks and projects and manage multiple projects at once.
- Revise work approach to address changed conditions.
- Complete projects and follow oral and written directions.
- Quickly change tasks and focus.
- Innovate and improve processes.

- Exercise discretion and sensitivity to confidential information.

#### Competencies:

- Accurate use of measuring devices for distance, height, slope and adjacencies.
- Spatial analysis.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Establish and maintain cooperative relations with those contacted in the course of work including the general public.

#### Other Requirements

Candidates must have a valid California driver's license in good standing with a satisfactory driving record. Employees must be willing to participate in agency emergency response. Bilingual skills in English and another locally common language, such as Spanish, Korean, Farsi, Chinese, Armenian, Yiddish, or Tagalog is beneficial.

All appointment offers are contingent upon the following:

- Background check including submission of fingerprints to Department of Justice, and a record clean of violent crimes or felonies.
- Successful completion of a physical examination including a drug test.
- Verification of the right to work in the United States.

### **COMPENSATION**

#### Wages

The starting hourly rate for this position is \$15.17.

Existing MRCA employees may be compensated at a higher rate if they can demonstrate, to the satisfaction of the Chief Deputy Executive Officer, that appropriate additional duties will be performed in addition to the position's essential duties. This provision does not apply to applicants who are not currently employed by MRCA, and may be exercised only at MRCA's discretion and as budget allows.

#### Benefits

Mountains Recreation and Conservation Authority (MRCA) offers a comprehensive benefits package to meet the needs of its employees and their families. Eligibility for benefits varies depending on the category of employment and how long the employee has worked. This is a temporary position with the following benefits available after a minimum period:

- Paid Sick Leave

MRCA contracts with the California Public Employees' Retirement System (CalPERS) to provide a defined benefits program for eligible employees.

## **HOW TO APPLY**

Submit resume and letter of interest via email to [employment@mrca.ca.gov](mailto:employment@mrca.ca.gov) or via fax to 323-843-9838, ATTN: Zagreb De La Torre with "Project Assistant I" included as a subject. No phone calls, please. The acceptance of your application will depend on whether you have clearly shown that you meet the minimum requirements. Please contact us if you need an accommodation in the recruitment process or an alternate format of this announcement.

The position is open to the public for all qualified applicants. Depending on the applicant pool, not all applicants meeting the minimum qualifications will be selected to continue in the recruitment process. This position will remain open until filled. The eligibility list from this recruitment may be used to fill this vacancy and other vacancies in the future.

All notifications will be sent to the phone number or e-mail address provided on your application or resume. Candidates are responsible for providing a valid phone number and/or e-mail address.

All information is subject to verification at any point during the recruitment process, including after an appointment has been made. Falsification of any information may result in disqualification or withdrawal of appointment.

## **ABOUT MRCA**

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

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The MRCA is an equal opportunity employer and will not discriminate on the basis of race, color, national origin, ancestry, religious creed, age, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions) sexual orientation, gender identity, gender expression, genetic information, marital status, military and veteran status, physical or mental disability, medical condition, or any other basis protected by law.

**This job announcement is not intended to, and does not, create an employment contract of any kind and does not create any express or implied contractual obligations. Employment at MRCA is at-will without exception. The employee and MRCA may terminate employment at any time with or without advance notice and with or without cause.**

**Any provision contained in this job announcement may be modified or revoked at any time without notice.**