



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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

### **JOB OPPORTUNITY BULLETIN PARK ASSISTANT III – Routes September 2019**

#### **POSITION SUMMARY**

The Park Assistant III will perform a variety of skilled maintenance tasks under direct/Indirect supervision including skilled building and grounds repair, and restoration work at several different locations around Los Angeles/Ventura Counties.

This position requires three (3) years of experience in plant care, grounds maintenance, trail care, protection of flora and fauna, facility care or related field, an individual with the ability to work independently as well as with others, work safely with a variety of hand and power tools, perform heavy physical labor, and outgoing professional with experience dealing with the public.

This is a skilled based maintenance work, including landscaping, irrigation, fencing, signs & furnishings assembly and installation, and transportation and delivery of heavy equipment and materials to job sites, in all weather conditions, for a person at an intermediate level. The work performed will support MRCA's operation of nature parks within greater Los Angeles, and other efforts related to public access, open space conservation, habitat restoration, and urban park development.

#### Type

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

#### Supervision

This position reports to the Operations Manager and Assistant Deputy Executive Officer/Chief Ranger. The position does not supervise 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.

- Follow written and verbal directions.
- Apply pesticides and herbicides in accordance with applicable laws and regulations under the supervision of the pesticide manager.
- Assist with repairs to buildings and grounds including electrical, plumbing and carpentry.
- Assist in maintaining buildings and grounds in good condition.
- Assist in preparing and cleaning up for events as needed.
- Install and repair various park features including landscaping, irrigation, fencing, signs, and site furnishings.

- Operate power tools and other construction power equipment.
- Perform physical labor.
- Assist with transportation and delivery of equipment and materials.
- Perform minor mechanical repairs.
- Maintain a safe and clean working environment.
- Assist park visitors.
- 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.
- Unload and load equipment for distribution to job sites.
- Ensure all equipment is properly secured after work.
- Inspect vehicles and equipment before using.
- Attend safety meetings and trainings.
- Perform related duties as required.

### **NON-ESSENTIAL FUNCTIONS**

- Outgoing individual with experience dealing with the public.

### **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 lift and carry items weighing up to 60 pounds for a distance up to 50 feet both indoors and outdoors, frequently operate heavy equipment, as well as hand and power tools, constantly works in outdoor weather conditions, frequently move about work sites, communicate and exchange information, observe site conditions, transport equipment and tools between vehicles and work sites on a daily basis, and occasionally ascend/descend a ladder to access areas of work.

#### Required Hours and Location

Weekend coverage, 9 hours per day, 40 hours per week. Schedule may change at times and may require overtime upon prior approval by supervisor. The position will work out of/near The Los Angeles River Center and Gardens but may require to travel to various other locations.

## **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  
Three (3) years of experience in plant care, grounds maintenance, trail care, protection of flora and fauna, facility care or related field

Knowledge of:

- Irrigation systems
- Pesticides and herbicides application

Ability to:

- Prioritize varying tasks and projects, as well as manage multiple projects at once.
- Work independently to handle multiple tasks under deadlines.
- Operate heavy equipment.
- Possession of, or ability to obtain certification for CPR and First Aid Certificate within three months of hire.
- Revise work approach to address changed conditions.
- Complete work assignments and follow oral and written directions.
- Quickly change tasks and focus.
- Learn technical material.
- Consistently follow agency procedures.
- Lift and carry items weighing up to 60 pounds for a distance up to 50 feet.
- Work independently and with others.
- Work in all weather conditions.
- Create multiple solutions to any given problem, in areas that may be outside of your experience.
- Understand the regulatory requirements.
- Innovate and improve processes.
- Exercise discretion and sensitivity to confidential information.
- Wear protective equipment when needed.

Competencies:

- Effective oral and written English language skills. Not required to be a native English speaker, but fluency in English will be required.
- 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 highly desired.

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 \$14.25.

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 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. Our employees have access to several benefits, including:

- Medical
- Dental
- Vision
- Paid Leave: Vacation, Holidays, Sick Leave
- Retirement and Deferred Compensation option
- Health/Dental Flexible Spending Account

- Dependent Care Flexible Spending Account
- Life Insurance
- Employee Assistance Program

MRCA offers both Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) plans for Medical and Dental. A Vision Plan and Life Insurance is included with all options. Eligible employees may enroll in a 457(b) Deferred Compensation Plan and Flexible Spending Accounts for dependent care and health/dental care. MRCA contracts with the California Public Employees' Retirement System (CalPERS) to provide a defined benefits program for eligible employees.

## HOW TO APPLY

Submit resume 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 "Park Assistant III" included as a subject. No phone calls, please. This position will remain open until filled. 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. 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.**