

Oak Tree Park and Recreation District

Contract Worker Application

Personal Data

Name (first, middle, last) _____

Mailing Address and/or Home Address _____

Telephone Number _____

Date you can start work _____

Do you have a high school diploma or GED? _____

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) Yes _____ No _____

If yes, explain: _____

Have you been told the essential functions of the job or have you read a job description describing the essential functions? Yes _____ No _____

Are you able to perform the essential functions of the jobs with or without reasonable accommodation? _____

Qualifications - Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational programs, technical programs, or military training.

School Name	Degree or Certification	School Address

Special Skills - Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

1.
2.
3.
4.

References - Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Phone	Address/City/State	Relationship

Work History - Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

#1 Job Title:	Start Date	End Date	
CompanyName:	Supervisor	Phone #	
Duties:			
Reason for Leaving:			

May we contact your present employer? _____

#2 Job Title:	Start Date	End Date	
CompanyName:	Supervisor	Phone #	
Duties:			
Reason for Leaving:			

I certify that the facts set forth in this Application for Contract Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any contract employee may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date

Oak Tree Park and Recreation District (OTPRD)

Live-In Grounds Maintenance Person

Job Type: Contractor. This is **not** an employee position and is subject to a 1099 filing.

Pay Rate: \$25.00 per hour; paid as a rent trade as well as cash.

Schedule: Year-round and part-time; includes 20 hours per month to cover rent and an additional 40 hours per month paid. This averages as 14 hours per week.

Brief Description: The Grounds Maintenance Person is responsible for maintaining the grounds of the park in a manner that keeps the park open, safe, and accessible to the public for general recreational purposes. This position reports directly to the member(s) of the OTPRD Board of Directors designated to be in charge of Park maintenance.

Representative Duties:

The following duties are typical for this position.

1. Opens the main gate at or near dawn; closes and locks the main gate at or near dusk.
2. Maintains the ballfield and other fields, areas, and surfaces in a safe and useable condition.
3. Safely operates ride-on and other mowing equipment, weed-whacking machinery, power hedgers, chain saw and other common hand and power landscaping tools. Wears and uses proper protective attire and gear while working, maintaining a high standard for personal safety.
4. Monitors and repairs landscape irrigation systems, particularly in the ballfield. Knows the location of irrigation valves and shutoff valves. Replaces and repairs sprinkler heads and lines by removing, disassembling, and replacing worn or broken parts.
5. Regularly empties trash cans into the dumpster, replacing plastic lining.
6. Maintains doggy poop bag dispensers; checking and refilling as needed.
7. Removes blackberries and other weeds from the track around the ballfield, maintaining the track in a clear and walkable condition.
8. Maintains shade screening on the ballfield fencing to protect the neighbor's sheep from the attention of dogs and humans on the field.
9. Removes Scotch Broom and blackberries from all park fields and walkways. Performs safe, landscape debris burns to eliminate excess dead Broom, etc., during burn season.
10. Maintains a current CAL FIRE burn permit registration and is knowledgeable about safe burning practices.
11. Interacts in a cordial manner with the general public when encountered during the course of performing job duties and in the course of being a resident at the park.
12. Directs any members of the public who have questions, concerns, requests, or suggestions about park policies and/or park maintenance to contact the Park Board President or to attend a Park Board meeting.
13. Remove trash and debris from walkways, roadways, and parking areas.
14. Coordinates with the Park Board Member in charge of maintenance to know when events such as the Friday Night Market, Party in the Park, Kite Day, Dog Parade, Movie

- Skillfully and safely operate grounds maintenance power equipment and hand tools.
- Work independently and collaboratively.
- Be self-motivating and self-directed in accordance with the job priorities.
- Follow oral and written directions.
- Read and write sufficiently to perform the duties of the job.
- Learn grounds maintenance methods and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Working Environment – *The conditions herein are representative of those that must be met by a grounds maintenance person to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

- **Environment:** Work is performed in both indoor and outdoor environments; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Position may be required to work evenings and weekends.
- **Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push and/or pull moderate to heavy amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; to stand and walk for extended periods of time; and to verbally communicate to exchange information.
- **Vision:** See in the normal vision range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

Job Priorities – *Because the supervisors for this position are Park Board Members, offering their time on a volunteer basis, the grounds maintenance person needs to have the capacity to be self-motivating and self-directed over much of their work hours. The following is a listing of basic job priorities to help discern where the focus should be on a daily basis.*

Year-Round:

1. Open the main gate at or near dawn; close and lock the main gate at or near dusk.
2. Monitor trash cans and empty them into the dumpster as needed.
3. Check and refill doggy poop bag stations.

Spring Season (April to early June)

1. Maintain the ballfield turf in a clean, mowed condition. Weekly mowing during the growing season (April to October) is necessary. Mowing should be prioritized for a day and time during the week when the park is least used. Wear and use proper protective attire and gear while working, maintaining a high standard for personal safety.