



# **Tehachapi Valley**

## **Recreation & Park District**

**TEHACHAPI VALLEY  
RECREATION AND PARK DISTRICT  
490 WEST D STREET, TEHACHAPI, CA 93561**

**REGULAR BOARD MEETING  
TUESDAY, JANUARY 15, 2019, 5:30 P.M.**

### **BOARD OF DIRECTORS**

LAURA LYNNE WYATT, CHAIRPERSON  
MARY LOU CORPUS-ZAMUDIO, DIRECTOR  
KALEB JUDY, DIRECTOR  
IAN STEELE, DIRECTOR  
WES BACKES, DIRECTOR

### **A G E N D A**

#### **1. FLAG SALUTE**

#### **2. ROLL CALL**

#### **3. PUBLIC COMMENTS**

*The Tehachapi Valley Recreation and Park District Board of Directors welcome public comments on any items within the subject matter jurisdiction of the District. We respectfully request that this public forum be utilized in a positive and constructive manner. Items addressed during Public Comment section are generally matters not included on the posted agenda and therefore the Board will take no action at this meeting. Such items, however, may be added to a future meeting's agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you.*

#### **4. CONSENT CALENDAR**

*All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board request specific items to be removed from the Consent Calendar for separate action.*

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3).
- B. Approval of Minutes from the Regular Board Meeting held October 16, and December 11, 2018 (Pages 4-9).
- C. Approval of the Preliminary Financial Reports for October and November 2018 – Discussion/Approval (Pages 10-25).

- D. Approval of the 2019 Salary and Job Descriptions, (Pages 26-75).
- E. Approval of Tehachapi Valley Recreation and Park District's Board of Directors 2019 Meeting Schedule, (Page 76).

**5. RECREATION SUPERVISOR REPORT**

**6. OPERATIONS MANAGER REPORT**

**7. DISTRICT MANAGER REPORT**

**8. AGENDA ITEMS**

- A. Appointed Board Member/Elected Board Member – Discussion  
*(Agenda Item requested by public at last meeting)*
- B. MNS Engineers Fee Proposal of \$9,940.00 for Cultural, Community and Natural Resources Grant Project Scoping and Grant Application West Park Stormwater, Treescape, and ADA Enhancements – Discussion/Approval, (Pages 77-81).

**9. BOARD OF DIRECTORS' TIME**

*Opportunity for the Board to comment on items not listed on the agenda.*

**10. ADJOURNMENT**

*Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on February 19, 2019.*



## **Tehachapi Valley**

### **Recreation & Park District**

#### **CERTIFICATE OF POSTING AGENDA**

I, the Clerk of the Tehachapi Valley Recreation and Park District Board of Directors hereby certify that a copy of the January 15, 2019, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, January 11, 2019, at 5:30 P.M. approximately:

- TVRPD District Office, 490 West D Street, Tehachapi, California 93561
- The TVRPD Web site at [www.tvrpd.org](http://www.tvrpd.org)

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 11<sup>th</sup> day of January 2019.

Dated this 11<sup>th</sup> day of January 2019.

*Carrie Champlin*  
Carrie Champlin  
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY OCTOBER 16, 2018, 5:30 P.M.**

**CALL TO ORDER:** Board Meeting Convened By Vice-Chairperson Steele at 5:30 P.M.

**BOARD MEMBERS**

Laura Lynne Wyatt, Chairperson  
Ian Steele, Vice-Chairperson  
Mary Lou Corpus-Zamudio, Director  
Kaleb Judy, Director  
Wes Backes, Director

**ALSO PRESENT**

Michelle Vance, District Manager  
Corey Torres, Recreation Supervisor  
Bill Fisher, Operations Manager  
Greg Garrett, City of Tehachapi Manager  
Susan Wiggins, City of Tehachapi  
Pat Doody, Loop Newspaper

1. **FLAG SALUTE:** Corey Torres led the flag salute.
2. **ROLL CALL:** Director Corpus-Zamudio was absent.
3. **PUBLIC COMMENTS:**  
City of Tehachapi Manager Greg Garrett thanked TVRPD for a great GranFondo event.

**4. CONSENT CALENDAR**

- A. **Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held.**  
Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.  
**Judy - Steele: Ayes: Wyatt; Steele; Judy; Backes**  
**Noes: None. Motion carried.**  
**Absent: Corpus-Zamudio**
- B. **Approval of Minutes from the Regular Board Meeting held August 21, 2018.**  
**Judy - Steele: Ayes: Wyatt; Steele; Judy; Backes**  
**Noes: None. Motion carried.**  
**Absent: Corpus-Zamudio**
- C. **Approval of the Preliminary Financial Reports for July and August 2018.**  
**Judy - Steele: Ayes: Wyatt; Steele; Judy; Backes**  
**Noes: None. Motion carried.**  
**Absent: Corpus-Zamudio**

**D Approval of the Revised TVRPD Board of Directors Meeting Schedule.**

**Judy - Steele: Ayes: Wyatt; Steele; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio**

**5. RECREATION SUPERVISOR REPORT**

Recreation Supervisor Corey Torres gave the report.

- Tehachapi Tots program started in September. We have two new instructors this year and the classes are nearly at capacity.
- We had six teams participate in the 3X3 Basketball program this year. Looking at adding a program for the summer season.
- Men's and Women's Softball has begun. Torres thanked Bill Fisher and the TVRPD maintenance staff for all of their hard work in preparing the fields.
- Veterans groups are sponsoring a Veterans Day Bootcamp event for kids. We will have a person parachute in with the flag. Event takes place November 12<sup>th</sup> at 10:00 A.M.
- Co-Ed Softball is getting ready to start and will be held at West Park this season.
- Turkey Trot run event will be held at Brite Lake again this November.
- Christmas Bazaar will be held November 30<sup>th</sup> and December 1<sup>st</sup>.
- Youth Basketball starts in January.
- Work continues for the 2019 brochure.

**6. OPERATIONS MANAGER REPORT**

Operations Manager Bill Fisher gave the report.

- We have had a lot of graffiti lately. Working with the police department.
- We had a theft at the maintenance yard. Police report has been filed.
- GranFondo event was a success. Fisher thanked staff for a great job.
- Three new maintenance department employees are doing a great job. Fisher introduced Kent Beal to the Board.
- Irrigation repair continues at all park properties.
- We are holding a meeting at the Dog Park tomorrow night at 6 P.M.  
Chairperson Wyatt thanked Fisher and his staff for all their hard work and stated that the park facilities look beautiful.

**7. DISTRICT MANAGER REPORT**

District Manager Vance gave the report.

- District Manager Vance thanked Rick Torres and RST Cranes for helping TVRPD with the ball field lights.
- Vance had many educational meetings with community members regarding measure "R".
- Vance met with the new Tehachapi Little League board members.
- Vance met with Tehachapi Mountain Trails Association. TMTA has 280 members this year and their BrewFondo event was a success.
- GranFondo was a success. The event had 220 volunteers that helped coordinate. We had \$51,000.00 in sponsorships this year. Held a debrief meeting with all staff and discussed ways to make the event even better.

## 8. AGENDA ITEMS

### A. Approval of Tehachapi Valley Recreation and Park District Salary Schedule and Job Descriptions.

BOARD APPROVES TEHACHAPI VALLEY RECREATION AND PARK DISTRICT SALARY SCHEDULE AND JOB DESCRIPTIONS.

**Steele-Judy; Ayes: Wyatt; Steele; Judy; Backes**

**Noes: None.**

**Absent: Corpus-Zamudio**

**Motion carried.**

### 9. **BOARD OF DIRECTORS TIME:** The Board thanked District Manager Vance and TVRPD staff for their hard work on the GranFondo event.

### 10. **ADJOURNMENT**

Having no further business the meeting was adjourned at 6:01 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on December 11, 2018.

**Steele-Backes: Ayes: Wyatt; Steele; Judy; Backes**

**Noes: None.**

**Absent: Corpus-Zamudio**

**Motion carried.**

Respectfully Submitted,

Carrie Champlin  
Carrie Champlin, Clerk of the Board

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY DECEMBER 11, 2018, 5:30 P.M.**

**CALL TO ORDER:** Board Meeting Convened By Vice-Chairperson Steele at 5:30 P.M.

**BOARD MEMBERS**

Laura Lynne Wyatt, Chairperson  
Ian Steele, Vice-Chairperson  
Mary Lou Corpus-Zamudio, Director  
Kaleb Judy, Director  
Wes Backes, Director

**ALSO PRESENT**

Michelle Vance, District Manager  
Corey Torres, Recreation Supervisor  
Ashley Krempien, Recreation Coordinator  
Bill Fisher, Operations Manager  
Tiffany Frost, Office Specialist  
Bernice Romo, David Romo, Stallion Springs CERT  
Dana Christiansen, KCSD SAR Tehachapi  
Cindy Isbell, DAR  
Asha Chandy, Aaron Gonzalez, Bike Bakersfield  
Brian Duhart, Nita Duhart, Desert SITR  
Carla Schultz, Lions Club  
Rick Marks, CERT  
Audrey Post, Lydia Chaney, SSDI  
April Biglay  
Steve Townsend  
Beverly Billingsley  
Michael Puffer

**1. FLAG SALUTE:** Director Corpus-Zamudio led the flag salute.

**2. ROLL CALL:** All Present.

**3. PUBLIC COMMENTS:**

*Report on file*

Steve Townsend, Larry Barrett, April Biglay, and Michael Puffer.

**4. CONSENT CALENDAR**

**A. Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held.**

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.

**Steele - Judy: Ayes: Wyatt; Steele; Corpus-Zamudio; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: None.**

**B. Approval of the Preliminary Financial Reports for September, 2018.**

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR SEPTEMBER 2018.

**Steele - Judy: Ayes: Wyatt; Steele; Corpus-Zamudio; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: None.**

**5. RECREATION SUPERVISOR REPORT**

Recreation Supervisor Corey Torres and Recreation Coordinator Ashley Krempien gave the report.

- Second annual Christmas Bazaar was a great success.
- Veteran's Day event put on by our local veterans groups was a great success. Krempien thanked everyone involved with the event, the kids had a great time.
- Hot Chocolate Turkey Trot event went great. The weather was perfect for the event. Turkeys were given out to the top three men and women.
- In appreciation of their support Torres and Krempien handed out sponsorship plaques.

**6. OPERATIONS MANAGER REPORT**

Operations Manager Bill Fisher gave the report.

- Winterizing all properties.
- We have had a lot of graffiti lately. Working with the police department.
- Work scheduled for West Park toddler playground.
- Working on getting the ABIAC gym heater fixed.

**7. DISTRICT MANAGER REPORT**

District Manager Vance gave the report.

- Vance attended the City Council meeting.
- Vance attended the Dog Park meeting and stated that we will have to adjust the sprinklers in the Dog Park area.
- Vance met with Tehachapi Little League.
- Vance met with Tehachapi Unified School District. Happy to announce we were able to open the tennis courts.
- Vance announced that Dignity Health is one of TVRPD's new sponsors. We will apply for their \$75,000.00 grant.
- We had our biannual visit from CAPRI and we passed with flying colors.
- It is TVRPD's 60<sup>th</sup> anniversary and we want to honor all who have been a part of the last sixty years.

**8. AGENDA ITEMS**

**A. Recognition of the GranFondo Event Volunteers.**

District Manager Vance recognized volunteers from the GranFondo event and passed out certificates of appreciation and donation checks.



**9. BOARD OF DIRECTORS TIME:** The Board thanked District Manager Vance, TVRPD staff, and all of the volunteers that helped make the GranFondo event a great success.

**10. ADJOURNMENT**

Having no further business the meeting was adjourned at 6:39 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on January 15, 2019.

**Steele-Corpus-Zamudio: Ayes: Wyatt; Steele; Corpus-Zamudio; Judy; Backes**

**Noes: None.**

**Absent: None.**

**Motion carried.**

Respectfully Submitted,

*Carrie Champlin*  
Carrie Champlin, Clerk of the Board



# Tehachapi Valley Recreation and Park District

## BALANCE SHEET

As of October 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	705,823.27
1004 Check BOTS 4470	118,330.29
1005 County Treasury Capital Projects Fund	76,655.07
1051 Change Fund	850.00
1100 Petty Cash Fund	400.00
<b>Total Bank Accounts</b>	<b>\$902,058.63</b>
Accounts Receivable	
1200 Accounts Receivable	29,808.93
<b>Total Accounts Receivable</b>	<b>\$29,808.93</b>
Other Current Assets	
1070 Prepaid Expenses	4,435.49
1092 Credit Card Receivables	810.00
1096 Undeposited Funds	2,724.00
1210 Inventory Asset	3,879.54
Payroll Refunds	1.66
<b>Total Other Current Assets</b>	<b>\$11,850.69</b>
<b>Total Current Assets</b>	<b>\$943,718.25</b>
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,049,721.76
1163 Equipment	1,047,689.22
1163.1 Equipment Not Placed In Service	55,257.78
1166 Furniture & Fixtures	27,502.88
1167 Machinery	48,662.24
1170 Accumulated Depreciation	-2,854,505.00
1180 Fleet Vehicles and Equipment	162,109.22
<b>Total Fixed Assets</b>	<b>\$2,243,564.38</b>
Other Assets	
1901 DOR-Employee Contribution after MD	30,756.00
1903 DOR-Difference in Properties	26,746.00
1904 DOR-Difference in Experience	909.00
1906 DOR-Return on Investment	58,067.00
<b>Total Other Assets</b>	<b>\$116,478.00</b>
<b>TOTAL ASSETS</b>	<b>\$3,303,760.63</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	

	TOTAL
2000 Accounts Payable-General Fund	30,300.13
<b>Total Accounts Payable</b>	<b>\$30,300.13</b>
Credit Cards	
2010 Cardmember Services Payable	3,498.43
2014 Home Depot Payable	374.41
<b>Total Credit Cards</b>	<b>\$3,872.84</b>
Other Current Liabilities	
2024 Accrued Vacation, Sick, & Comp Time	39,671.73
2207 Sales tax payable	97.00
2208 Kern County Loan Payable	450,000.00
2210 Payroll Liabilities	-3,089.84
2270 Refundable Deposits	1,000.00
<b>Total Other Current Liabilities</b>	<b>\$487,678.89</b>
<b>Total Current Liabilities</b>	<b>\$521,851.86</b>
Long-Term Liabilities	
2310 Loan Payable 2016	525,192.00
2900 Net Pension Liability	177,761.00
2902 DIR-Difference in Contributions	29,082.00
2903 DIR-Difference in Proportion	47,082.00
2905 DIR-Changes in Assumption	11,157.00
<b>Total Long-Term Liabilities</b>	<b>\$790,274.00</b>
<b>Total Liabilities</b>	<b>\$1,312,125.86</b>
Equity	
3010 Net Investment In Capital Assets	2,580,724.25
3020 Restricted Funds	349,814.00
3030 Unrestricted Funds	-1,044,088.06
3110 Retained Earnings	319,993.44
Net Income	-214,808.86
<b>Total Equity</b>	<b>\$1,991,634.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,303,760.63</b>



# Tehachapi Valley Recreation and Park District

## PROFIT & LOSS PRIOR YEAR COMPARISON

October 2018

	TOTAL			
	OCT 2018	OCT 2017 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	23,321.53	18,406.84	4,914.69	26.70 %
4020 Interest Income	933.53	779.22	154.31	19.80 %
4020.1 Interest Income Cap Proj Fund	60.86	25.21	35.65	141.41 %
4030 Adult Program Revenues	2,919.00	1,769.00	1,150.00	65.01 %
4050 Facility Revenue	12,769.00	12,118.75	650.25	5.37 %
4100 Advertising Revenues		500.00	-500.00	-100.00 %
4200 Contracted Classes Revenues	4,162.50	4,049.00	113.50	2.80 %
4210 Events Revenues	24,058.00	1,640.00	22,418.00	1,366.95 %
4213 Operational Grants	2,500.00	12,500.00	-10,000.00	-80.00 %
4216 Scholarship Donations	2.00	45.00	-43.00	-95.56 %
4300 Youth Program Revenues	3,473.00	13,486.00	-10,013.00	-74.25 %
4650 Discounts given	-640.00	-552.50	-87.50	-15.84 %
4690 Other Income	100.00		100.00	
<b>Total Income</b>	<b>\$73,659.42</b>	<b>\$64,766.52</b>	<b>\$8,892.90</b>	<b>13.73 %</b>
Cost of Goods Sold				
5001 Adult Program Costs	310.73	9.21	301.52	3,273.83 %
5004 Contracted Classes Costs	3,672.47	2,212.52	1,459.95	65.99 %
5005 Events Costs	5,802.62	1,742.63	4,059.99	232.98 %
5008 Youth Program Costs	82.24	25.00	57.24	228.96 %
5110 Scholarship Fund Expense	240.50	202.50	38.00	18.77 %
<b>Total Cost of Goods Sold</b>	<b>\$10,108.56</b>	<b>\$4,191.86</b>	<b>\$5,916.70</b>	<b>141.15 %</b>
<b>GROSS PROFIT</b>	<b>\$63,550.86</b>	<b>\$60,574.66</b>	<b>\$2,976.20</b>	<b>4.91 %</b>
Expenses				
6000 Employee Costs	52,206.59	43,422.10	8,784.49	20.23 %
7010 Advertising & Marketing	873.52	2,982.91	-2,109.39	-70.72 %
7020 Bank Service Charges	664.00	450.89	213.11	47.26 %
7026 Charitable Contribution	15,700.00	140.36	15,559.64	11,085.52 %
7030 Dues & Subscriptions	350.00	145.00	205.00	141.38 %
7035 Equipment Rents & Leases		135.01	-135.01	-100.00 %
7050 Insurance	2,217.75	1,982.67	235.08	11.86 %
7060 Licenses & Fees	592.17	507.66	84.51	16.65 %
7070 Maintenance	4,010.32	-10,948.93	14,959.25	136.63 %
7084 Meals & Entertainment	56.82	15.00	41.82	278.80 %
7090 Office Supplies	537.28	1,224.76	-687.48	-56.13 %
7120 Professional Development		2,059.07	-2,059.07	-100.00 %
7150 Professional Fees	2,988.00	7,167.25	-4,179.25	-58.31 %
7180 Security	846.79	329.96	516.83	156.63 %
7210 Telephone and Internet	1,131.33	208.70	922.63	442.08 %
7230 Uniforms & Apparel	158.13	632.01	-473.88	-74.98 %
7250 Utilities	5,567.32	5,070.45	496.87	9.80 %
<b>Total Expenses</b>	<b>\$87,900.02</b>	<b>\$55,524.87</b>	<b>\$32,375.15</b>	<b>58.31 %</b>

	TOTAL			
	OCT 2018	OCT 2017 (PY)	CHANGE	% CHANGE
NET OPERATING INCOME	\$ -24,349.16	\$5,049.79	\$ -29,398.95	-582.18 %
Other Income				
8040 TVRPD Development Fee Revenues	17,096.00	2,137.00	14,959.00	700.00 %
Total Other Income	\$17,096.00	\$2,137.00	\$14,959.00	700.00 %
Other Expenses				
8505 Quimby Expense		1,975.00	-1,975.00	-100.00 %
Total Other Expenses	\$0.00	\$1,975.00	\$ -1,975.00	-100.00 %
NET OTHER INCOME	\$17,096.00	\$162.00	\$16,934.00	10,453.09 %
NET INCOME	\$ -7,253.16	\$5,211.79	\$ -12,464.95	-239.17 %



# Tehachapi Valley Recreation and Park District

## STATEMENT OF CASH FLOWS

October 2018

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	-7,253.16
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-18,965.00
1070 Prepaid Expenses	2,217.75
1092 Credit Card Receivables	1,643.00
2000 Accounts Payable-General Fund	-64,634.63
2010 Cardmember Services Payable	-12,407.61
2014 Home Depot Payable	22.55
2207 Sales tax payable	-2,637.30
2211 Payroll Liabilities:CalPERS Payable	0.00
2231 Payroll Liabilities:Health Plan Payable	-1,130.59
2241 Payroll Liabilities:AFLAC Payable	428.50
2250 Payroll Liabilities:Payroll Tax Liabilities	-2,866.84
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-98,330.17
<b>Net cash provided by operating activities</b>	<b>\$ -105,583.33</b>
<b>FINANCING ACTIVITIES</b>	
3022 Restricted Funds:Capital Projects	17,105.28
3030 Unrestricted Funds	-17,105.28
<b>Net cash provided by financing activities</b>	<b>\$0.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -105,583.33</b>
Cash at beginning of period	1,010,365.96
<b>CASH AT END OF PERIOD</b>	<b>\$904,782.63</b>

# Tehachapi Valley Recreation and Park District

## BUDGET VS. ACTUALS: TVRPD BUDGET 2018/2019

July - October, 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Income</b>				
4010 Property Taxes	76,605.06	297,475.32	220,870.26	74.25 %
4020 Interest Income	3,470.37	957.32	-2,513.05	-262.51 %
4020.1 Interest Income Cap Proj Fund	267.45		-267.45	
4030 Adult Program Revenues	15,952.32	12,400.04	-3,552.28	-28.65 %
4050 Facility Revenue	70,818.88	48,242.00	-22,576.88	-46.80 %
4200 Contracted Classes Revenues	9,492.50	13,150.36	3,657.86	27.82 %
4210 Events Revenues	79,447.84	38,201.32	-41,246.52	-107.97 %
4213 Operational Grants	5,554.00	35,433.32	29,879.32	84.33 %
4216 Scholarship Donations	17.00	500.00	483.00	96.60 %
4300 Youth Program Revenues	43,156.55	43,661.92	505.37	1.16 %
4610 Billable Expense Income	7,150.63	2,000.00	-5,150.63	-257.53 %
4650 Discounts given	-2,070.50	-1,433.32	637.18	-44.45 %
4690 Other Income	148.00		-148.00	
<b>4704 Sales</b>				
4703 Food Sales-Taxable	45.68	80.00	34.32	42.90 %
4705 Food Sales Non Taxable	89.45	245.00	155.55	63.49 %
4709 Soda Sales-Taxable	32.63	33.32	0.69	2.07 %
<b>Total 4704 Sales</b>	<b>167.76</b>	<b>358.32</b>	<b>190.56</b>	<b>53.18 %</b>
<b>Total Income</b>	<b>\$310,177.86</b>	<b>\$490,946.60</b>	<b>\$180,768.74</b>	<b>36.82 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	2,059.82	2,968.00	908.18	30.60 %
5002 Fish Stocking		3,333.32	3,333.32	100.00 %
5004 Contracted Classes Costs	8,498.38	10,283.32	1,784.94	17.36 %
5005 Events Costs	95,083.50	51,218.40	-43,865.10	-85.64 %
5008 Youth Program Costs	11,150.82	11,620.00	469.18	4.04 %
5110 Scholarship Fund Expense				
5115 Chavez Scholarship Fund	624.50	366.68	-257.82	-70.31 %
5117 Walter Dye Scholarship Fund	240.50	366.68	126.18	34.41 %
<b>Total 5110 Scholarship Fund Expense</b>	<b>865.00</b>	<b>733.36</b>	<b>-131.64</b>	<b>-17.95 %</b>
<b>5704 Purchases for Resale</b>				
5701 Beer Purchases	2,300.00	150.00	-2,150.00	-1,433.33 %
5703 Food Purchases	115.74	133.32	17.58	13.19 %
5709 Soda Purchases	35.35	66.68	31.33	46.99 %
<b>Total 5704 Purchases for Resale</b>	<b>2,451.09</b>	<b>350.00</b>	<b>-2,101.09</b>	<b>-600.31 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$120,108.61</b>	<b>\$80,506.40</b>	<b>\$ -39,602.21</b>	<b>-49.19 %</b>
<b>GROSS PROFIT</b>	<b>\$190,069.25</b>	<b>\$410,440.20</b>	<b>\$220,370.95</b>	<b>53.69 %</b>
<b>Expenses</b>				
6000 Employee Costs				
6010 Wages & Salaries	184,682.82	184,922.36	239.54	0.13 %
6020 Employee Taxable Allowances	2,801.45	3,066.68	265.23	8.65 %
6050 Benefits	-363.22		363.22	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6051 Employee MedDentalVisLife	11,042.10	15,000.00	3,957.90	26.39 %
6055 Employee Retirement CalPERS	11,102.10	14,000.00	2,897.90	20.70 %
6056 CalPERS Unfunded Liability Valuation	10,744.00	4,354.68	-6,389.32	-146.72 %
6058 Employer Taxes	17,541.47	16,666.68	-874.79	-5.25 %
6060 Reimbursed Employee Expenses		333.32	333.32	100.00 %
6070 Vacation, Sick, & Admin Leave		500.00	500.00	100.00 %
6090 Worker's Compensation Insurance	11,309.68	7,666.68	-3,643.00	-47.52 %
<b>Total 6050 Benefits</b>	<b>61,376.13</b>	<b>58,521.36</b>	<b>-2,854.77</b>	<b>-4.88 %</b>
<b>Total 6000 Employee Costs</b>	<b>248,860.40</b>	<b>246,510.40</b>	<b>-2,350.00</b>	<b>-0.95 %</b>
7010 Advertising & Marketing	16,753.90	10,333.32	-6,420.58	-62.13 %
7020 Bank Service Charges	5,389.60	3,366.68	-2,022.92	-60.09 %
7026 Charitable Contribution	15,700.00	733.32	-14,966.68	-2,040.95 %
7030 Dues & Subscriptions	4,480.08	2,333.32	-2,146.76	-92.00 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental		333.32	333.32	100.00 %
7037 Office Equipment Rental		1,166.68	1,166.68	100.00 %
<b>Total 7035 Equipment Rents &amp; Leases</b>		<b>1,500.00</b>	<b>1,500.00</b>	<b>100.00 %</b>
7050 Insurance				
7051 Auto Insurance	1,620.68	1,666.68	46.00	2.76 %
7052 HUB Insurance	0.00	133.32	133.32	100.00 %
7053 Property Insurance	3,982.32	4,333.32	351.00	8.10 %
7055 Liability Insurance	3,779.50	2,666.68	-1,112.82	-41.73 %
<b>Total 7050 Insurance</b>	<b>9,382.50</b>	<b>8,800.00</b>	<b>-582.50</b>	<b>-6.62 %</b>
7056 Interest Expense	1,443.68	6,000.00	4,556.32	75.94 %
7060 Licenses & Fees	4,944.23	23,166.68	18,222.45	78.66 %
7070 Maintenance				
7071 Pool Chemicals	2,772.42	2,966.68	194.26	6.55 %
7072 Building & Park Maintenance	8,044.38	9,316.68	1,272.30	13.66 %
7073 Accessibility Upgrades		33.68	33.68	100.00 %
7074 Equipment Maintenance	2,650.80	2,366.64	-284.16	-12.01 %
7075 Fuel	4,792.18	3,166.68	-1,625.50	-51.33 %
7076 Janitorial Supplies	4,566.55	3,166.68	-1,399.87	-44.21 %
7077 Small Tools & Equipment	98.74	500.00	401.26	80.25 %
7078 Materials & Supplies	1,301.41	11,144.00	9,842.59	88.32 %
7079 Fleet Maintenance	4,944.61	1,666.68	-3,277.93	-196.67 %
<b>Total 7070 Maintenance</b>	<b>29,171.09</b>	<b>34,327.72</b>	<b>5,156.63</b>	<b>15.02 %</b>
7084 Meals & Entertainment	862.12	1,000.00	137.88	13.79 %
7090 Office Supplies	4,037.56	4,666.68	629.12	13.48 %
7120 Professional Development	360.00	2,500.00	2,140.00	85.60 %
7150 Professional Fees				
7151 Annual Audit	8,000.00	3,933.32	-4,066.68	-103.39 %
7152 Bookkeeping & Payroll	10,053.09	8,333.32	-1,719.77	-20.64 %
7153 Information Technology	2,158.00	2,833.32	675.32	23.83 %
7154 Feasibility Study Consults	40,565.86		-40,565.86	
7155 Legal	2,263.95	3,000.00	736.05	24.54 %
<b>Total 7150 Professional Fees</b>	<b>63,040.90</b>	<b>18,099.96</b>	<b>-44,940.94</b>	<b>-248.29 %</b>
7160 Property Tax Collection Fee		4,666.68	4,666.68	100.00 %



	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7180 Security	1,671.64	1,333.36	-338.28	-25.37 %
7210 Telephone and Internet	4,246.05	4,000.00	-246.05	-6.15 %
7230 Uniforms & Apparel	933.39	1,000.00	66.61	6.66 %
7250 Utilities				
7252 Electric Service	19,052.36	13,449.96	-5,602.40	-41.65 %
7254 Gas Service	4,286.49	5,716.64	1,430.15	25.02 %
7256 Sanitation Services	3,502.40	4,633.32	1,130.92	24.41 %
7258 Water Service	5,337.15	2,851.32	-2,485.83	-87.18 %
Total 7250 Utilities	32,178.40	26,651.24	-5,527.16	-20.74 %
7999 Uncategorized Expense	-111.43		111.43	
Total Expenses	\$443,344.11	\$400,989.36	\$ -42,354.75	-10.56 %
NET OPERATING INCOME	\$ -253,274.86	\$9,450.84	\$262,725.70	2,779.92 %
Other Income				
8040 TVRPD Development Fee Revenues	38,466.00		-38,466.00	
Total Other Income	\$38,466.00	\$0.00	\$ -38,466.00	0.00%
Other Expenses				
7290 Operational Reserve (Contingency)		33,333.32	33,333.32	100.00 %
8505 Quimby Expense		1,056.32	1,056.32	100.00 %
8507 Loan Principal Payments (2310)		16,567.32	16,567.32	100.00 %
Total Other Expenses	\$0.00	\$50,956.96	\$50,956.96	100.00 %
NET OTHER INCOME	\$38,466.00	\$ -50,956.96	\$ -89,422.96	175.49 %
NET INCOME	\$ -214,808.86	\$ -41,506.12	\$173,302.74	-417.54 %



# Tehachapi Valley Recreation and Park District

## BALANCE SHEET

As of November 30, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	662,133.64
1004 Check BOTS 4470	69,632.13
1005 County Treasury Capital Projects Fund	82,875.67
1051 Change Fund	850.00
1100 Petty Cash Fund	400.00
<b>Total Bank Accounts</b>	<b>\$815,891.44</b>
Accounts Receivable	
1200 Accounts Receivable	25,349.00
<b>Total Accounts Receivable</b>	<b>\$25,349.00</b>
Other Current Assets	
1070 Prepaid Expenses	2,217.74
1092 Credit Card Receivables	2,498.00
1210 Inventory Asset	3,879.54
<b>Total Other Current Assets</b>	<b>\$8,595.28</b>
<b>Total Current Assets</b>	<b>\$849,835.72</b>
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,049,721.76
1163 Equipment	1,047,689.22
1163.1 Equipment Not Placed In Service	55,257.78
1166 Furniture & Fixtures	27,502.88
1167 Machinery	48,662.24
1170 Accumulated Depreciation	-2,854,505.00
1180 Fleet Vehicles and Equipment	162,109.22
<b>Total Fixed Assets</b>	<b>\$2,243,564.38</b>
Other Assets	
1901 DOR-Employee Contribution after MD	30,756.00
1903 DOR-Difference in Properties	26,746.00
1904 DOR-Difference in Experience	909.00
1906 DOR-Return on Investment	58,067.00
<b>Total Other Assets</b>	<b>\$116,478.00</b>
<b>TOTAL ASSETS</b>	<b>\$3,209,878.10</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	28,978.62
<b>Total Accounts Payable</b>	<b>\$28,978.62</b>

	TOTAL
<b>Credit Cards</b>	
2010 Cardmember Services Payable	2,094.52
<b>Total Credit Cards</b>	<b>\$2,094.52</b>
<b>Other Current Liabilities</b>	
2024 Accrued Vacation, Sick, & Comp Time	39,671.73
2207 Sales tax payable	98.42
2208 Kern County Loan Payable	372,000.00
2210 Payroll Liabilities	9,167.51
2270 Refundable Deposits	1,000.00
<b>Total Other Current Liabilities</b>	<b>\$421,937.66</b>
<b>Total Current Liabilities</b>	<b>\$453,010.80</b>
<b>Long-Term Liabilities</b>	
2310 Loan Payable 2016	525,192.00
2900 Net Pension Liability	177,761.00
2902 DIR-Difference in Contributions	29,082.00
2903 DIR-Difference in Proportion	47,082.00
2905 DIR-Changes in Assumption	11,157.00
<b>Total Long-Term Liabilities</b>	<b>\$790,274.00</b>
<b>Total Liabilities</b>	<b>\$1,243,284.80</b>
<b>Equity</b>	
3010 Net Investment In Capital Assets	2,580,724.25
3020 Restricted Funds	294,028.58
3030 Unrestricted Funds	-988,302.64
3110 Retained Earnings	320,088.51
Net Income	-239,945.40
<b>Total Equity</b>	<b>\$1,966,593.30</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,209,878.10</b>



# Tehachapi Valley Recreation and Park District

## PROFIT & LOSS PRIOR YEAR COMPARISON

November 2018

	TOTAL			
	NOV 2018	NOV 2017 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	34,319.53	31,914.15	2,405.38	7.54 %
4020 Interest Income	-9.16	195.28	-204.44	-104.69 %
4030 Adult Program Revenues	910.00	318.00	592.00	186.16 %
4050 Facility Revenue	9,212.50	6,425.35	2,787.15	43.38 %
4100 Advertising Revenues		500.00	-500.00	-100.00 %
4200 Contracted Classes Revenues	4,520.00	3,635.00	885.00	24.35 %
4210 Events Revenues	3,282.00	3,550.00	-268.00	-7.55 %
4213 Operational Grants	1,500.00	6,100.00	-4,600.00	-75.41 %
4216 Scholarship Donations	51.00	20.00	31.00	155.00 %
4300 Youth Program Revenues	22,766.00	10,897.50	11,868.50	108.91 %
4650 Discounts given	-940.00	-442.50	-497.50	-112.43 %
4690 Other Income	100.00		100.00	
<b>Total Income</b>	<b>\$75,711.87</b>	<b>\$63,112.78</b>	<b>\$12,599.09</b>	<b>19.96 %</b>
Cost of Goods Sold				
5001 Adult Program Costs	1,035.77	510.06	525.71	103.07 %
5004 Contracted Classes Costs	6,291.81	2,570.00	3,721.81	144.82 %
5005 Events Costs	1,065.44	1,348.98	-283.54	-21.02 %
5008 Youth Program Costs	84.44	834.50	-750.06	-89.88 %
5110 Scholarship Fund Expense	714.50	480.00	234.50	48.85 %
<b>Total Cost of Goods Sold</b>	<b>\$9,191.96</b>	<b>\$5,743.54</b>	<b>\$3,448.42</b>	<b>60.04 %</b>
<b>GROSS PROFIT</b>	<b>\$66,519.91</b>	<b>\$57,369.24</b>	<b>\$9,150.67</b>	<b>15.95 %</b>
Expenses				
6000 Employee Costs	72,147.34	44,808.55	27,338.79	61.01 %
7010 Advertising & Marketing	1,980.10	1,628.45	351.65	21.59 %
7020 Bank Service Charges	1,056.23	727.94	328.29	45.10 %
7025 Cash Short/Over	10.00		10.00	
7030 Dues & Subscriptions	1,627.03	740.00	887.03	119.87 %
7035 Equipment Rents & Leases		625.04	-625.04	-100.00 %
7050 Insurance	2,067.01	2,170.49	-103.48	-4.77 %
7060 Licenses & Fees	1,085.11	50.00	1,035.11	2,070.22 %
7070 Maintenance	4,383.94	7,011.26	-2,627.32	-37.47 %
7084 Meals & Entertainment		741.93	-741.93	-100.00 %
7090 Office Supplies	653.43	418.47	234.96	56.15 %
7120 Professional Development		596.15	-596.15	-100.00 %
7150 Professional Fees	6,565.98	4,816.74	1,749.24	36.32 %
7180 Security	224.95	179.96	44.99	25.00 %
7210 Telephone and Internet	925.92	1,741.61	-815.69	-46.84 %
7230 Uniforms & Apparel		753.90	-753.90	-100.00 %
7250 Utilities	5,705.94	5,306.26	399.68	7.53 %
<b>Total Expenses</b>	<b>\$98,432.98</b>	<b>\$72,316.75</b>	<b>\$26,116.23</b>	<b>36.11 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -31,913.07</b>	<b>\$ -14,947.51</b>	<b>\$ -16,965.56</b>	<b>-113.50 %</b>

	TOTAL			
	NOV 2018	NOV 2017 (PY)	CHANGE	% CHANGE
Other Income				
8040 TVRPD Development Fee Revenues	6,411.00	4,280.33	2,130.67	49.78 %
<b>Total Other Income</b>	<b>\$6,411.00</b>	<b>\$4,280.33</b>	<b>\$2,130.67</b>	<b>49.78 %</b>
Other Expenses				
8505 Quimby Expense		1,194.17	-1,194.17	-100.00 %
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$1,194.17</b>	<b>\$ -1,194.17</b>	<b>-100.00 %</b>
<b>NET OTHER INCOME</b>	<b>\$6,411.00</b>	<b>\$3,086.16</b>	<b>\$3,324.84</b>	<b>107.73 %</b>
<b>NET INCOME</b>	<b>\$ -25,502.07</b>	<b>\$ -11,861.35</b>	<b>\$ -13,640.72</b>	<b>-115.00 %</b>



# Tehachapi Valley Recreation and Park District

## STATEMENT OF CASH FLOWS

November 2018

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	-25,502.07
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	4,595.93
1070 Prepaid Expenses	2,217.75
1092 Credit Card Receivables	-1,688.00
2000 Accounts Payable-General Fund	-771.25
2010 Cardmember Services Payable	-1,403.91
2014 Home Depot Payable	-374.41
2207 Sales tax payable	1.42
2208 Kern County Loan Payable	-78,000.00
2211 Payroll Liabilities:CalPERS Payable	3,735.01
2231 Payroll Liabilities:Health Plan Payable	3,632.91
2241 Payroll Liabilities:AFLAC Payable	-130.95
2250 Payroll Liabilities:Payroll Tax Liabilities	5,020.38
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-63,165.12
<b>Net cash provided by operating activities</b>	<b>\$ -88,667.19</b>
<b>FINANCING ACTIVITIES</b>	
3022 Restricted Funds:Capital Projects	6,220.60
3030 Unrestricted Funds	-6,220.60
<b>Net cash provided by financing activities</b>	<b>\$0.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -88,667.19</b>
Cash at beginning of period	904,558.63
<b>CASH AT END OF PERIOD</b>	<b>\$815,891.44</b>

# Tehachapi Valley Recreation and Park District

## BUDGET VS. ACTUALS: TVRPD BUDGET 2018/2019

July - November, 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Income</b>				
4010 Property Taxes	110,974.85	371,844.15	260,869.30	70.16 %
4020 Interest Income	3,366.14	1,196.65	-2,169.49	-181.30 %
4020.1 Interest Income Cap Proj Fund	267.45		-267.45	
4030 Adult Program Revenues	16,862.32	15,500.05	-1,362.27	-8.79 %
4050 Facility Revenue	80,031.38	60,302.50	-19,728.88	-32.72 %
4200 Contracted Classes Revenues	14,012.50	16,437.95	2,425.45	14.76 %
4210 Events Revenues	82,729.84	47,751.65	-34,978.19	-73.25 %
4213 Operational Grants	7,054.00	44,291.65	37,237.65	84.07 %
4216 Scholarship Donations	68.00	625.00	557.00	89.12 %
4300 Youth Program Revenues	65,922.55	54,577.40	-11,345.15	-20.79 %
4610 Billable Expense Income	7,150.63	2,500.00	-4,650.63	-186.03 %
4650 Discounts given	-3,010.50	-1,791.65	1,218.85	-68.03 %
4690 Other Income	248.00		-248.00	
4704 Sales				
4703 Food Sales-Taxable	45.68	100.00	54.32	54.32 %
4705 Food Sales Non Taxable	89.45	306.25	216.80	70.79 %
4709 Soda Sales-Taxable	32.63	41.65	9.02	21.66 %
<b>Total 4704 Sales</b>	<b>167.76</b>	<b>447.90</b>	<b>280.14</b>	<b>62.55 %</b>
<b>Total Income</b>	<b>\$385,844.92</b>	<b>\$613,683.25</b>	<b>\$227,838.33</b>	<b>37.13 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	3,095.59	3,710.00	614.41	16.56 %
5002 Fish Stocking		4,166.65	4,166.65	100.00 %
5004 Contracted Classes Costs	14,790.19	12,854.15	-1,936.04	-15.06 %
5005 Events Costs	96,148.94	64,023.00	-32,125.94	-50.18 %
5008 Youth Program Costs	11,235.26	14,525.00	3,289.74	22.65 %
5110 Scholarship Fund Expense				
5115 Chavez Scholarship Fund	788.00	458.35	-329.65	-71.92 %
5117 Walter Dye Scholarship Fund	791.50	458.35	-333.15	-72.68 %
<b>Total 5110 Scholarship Fund Expense</b>	<b>1,579.50</b>	<b>916.70</b>	<b>-662.80</b>	<b>-72.30 %</b>
5704 Purchases for Resale				
5701 Beer Purchases	2,300.00	187.50	-2,112.50	-1,126.67 %
5703 Food Purchases	115.74	166.65	50.91	30.55 %
5709 Soda Purchases	35.35	83.35	48.00	57.59 %
<b>Total 5704 Purchases for Resale</b>	<b>2,451.09</b>	<b>437.50</b>	<b>-2,013.59</b>	<b>-460.25 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$129,300.57</b>	<b>\$100,633.00</b>	<b>\$ -28,667.57</b>	<b>-28.49 %</b>
<b>GROSS PROFIT</b>	<b>\$256,544.35</b>	<b>\$513,050.25</b>	<b>\$256,505.90</b>	<b>50.00 %</b>
<b>Expenses</b>				
6000 Employee Costs				
6010 Wages & Salaries	240,170.72	231,152.95	-9,017.77	-3.90 %
6020 Employee Taxable Allowances	3,539.30	3,833.35	294.05	7.67 %
6050 Benefits	-363.22		363.22	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6051 Employee MedDentalVisLife	15,372.01	18,750.00	3,377.99	18.02 %
6055 Employee Retirement CalPERS	15,086.98	17,500.00	2,413.02	13.79 %
6056 CalPERS Unfunded Liability Valuation	10,744.00	5,443.35	-5,300.65	-97.38 %
6058 Employer Taxes	22,322.51	20,833.35	-1,489.16	-7.15 %
6060 Reimbursed Employee Expenses		416.65	416.65	100.00 %
6070 Vacation, Sick, & Admin Leave		625.00	625.00	100.00 %
6090 Worker's Compensation Insurance	14,137.10	9,583.35	-4,553.75	-47.52 %
<b>Total 6050 Benefits</b>	<b>77,299.38</b>	<b>73,151.70</b>	<b>-4,147.68</b>	<b>-5.67 %</b>
<b>Total 6000 Employee Costs</b>	<b>321,009.40</b>	<b>308,138.00</b>	<b>-12,871.40</b>	<b>-4.18 %</b>
7010 Advertising & Marketing	18,734.00	12,916.65	-5,817.35	-45.04 %
7020 Bank Service Charges	6,445.83	4,208.35	-2,237.48	-53.17 %
7025 Cash Short/Over	10.00		-10.00	
7026 Charitable Contribution	15,200.00	916.65	-14,283.35	-1,558.21 %
7030 Dues & Subscriptions	6,107.11	2,916.65	-3,190.46	-109.39 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental		416.65	416.65	100.00 %
7037 Office Equipment Rental		1,458.35	1,458.35	100.00 %
<b>Total 7035 Equipment Rents &amp; Leases</b>		<b>1,875.00</b>	<b>1,875.00</b>	<b>100.00 %</b>
7050 Insurance				
7051 Auto Insurance	2,025.85	2,083.35	57.50	2.76 %
7052 HUB Insurance	-150.74	166.65	317.39	190.45 %
7053 Property Insurance	4,977.90	5,416.65	438.75	8.10 %
7055 Liability Insurance	4,596.50	3,333.35	-1,263.15	-37.89 %
<b>Total 7050 Insurance</b>	<b>11,449.51</b>	<b>11,000.00</b>	<b>-449.51</b>	<b>-4.09 %</b>
7056 Interest Expense	1,443.68	7,500.00	6,056.32	80.75 %
7060 Licenses & Fees	6,029.34	28,958.35	22,929.01	79.18 %
7070 Maintenance				
7071 Pool Chemicals	2,772.42	3,708.35	935.93	25.24 %
7072 Building & Park Maintenance	8,173.52	11,645.85	3,472.33	29.82 %
7073 Accessibility Upgrades		42.10	42.10	100.00 %
7074 Equipment Maintenance	4,220.08	2,958.30	-1,261.78	-42.65 %
7075 Fuel	5,679.19	3,958.35	-1,720.84	-43.47 %
7076 Janitorial Supplies	5,809.60	3,958.35	-1,851.25	-46.77 %
7077 Small Tools & Equipment	119.66	625.00	505.34	80.85 %
7078 Materials & Supplies	1,694.02	13,930.00	12,235.98	87.84 %
7079 Fleet Maintenance	5,086.54	2,083.35	-3,003.19	-144.15 %
<b>Total 7070 Maintenance</b>	<b>33,555.03</b>	<b>42,909.65</b>	<b>9,354.62</b>	<b>21.80 %</b>
7084 Meals & Entertainment	854.74	1,250.00	395.26	31.62 %
7090 Office Supplies	4,690.99	5,833.35	1,142.36	19.58 %
7120 Professional Development	360.00	3,125.00	2,765.00	88.48 %
7150 Professional Fees				
7151 Annual Audit	9,250.00	4,916.65	-4,333.35	-88.14 %
7152 Bookkeeping & Payroll	12,153.09	10,416.65	-1,736.44	-16.67 %
7153 Information Technology	2,483.00	3,541.65	1,058.65	29.89 %
7154 Feasiblility Study Consults	40,565.86		-40,565.86	
7155 Legal	5,154.93	3,750.00	-1,404.93	-37.46 %
<b>Total 7150 Professional Fees</b>	<b>69,606.88</b>	<b>22,624.95</b>	<b>-46,981.93</b>	<b>-207.66 %</b>



	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7160 Property Tax Collection Fee		5,833.35	5,833.35	100.00 %
7180 Security	1,896.59	1,666.70	-229.89	-13.79 %
7210 Telephone and Internet	5,171.97	5,000.00	-171.97	-3.44 %
7230 Uniforms & Apparel	933.39	1,250.00	316.61	25.33 %
7250 Utilities				
7252 Electric Service	22,347.89	16,812.45	-5,535.44	-32.92 %
7254 Gas Service	5,631.67	7,145.80	1,514.13	21.19 %
7256 Sanitation Services	3,684.53	5,791.65	2,107.12	36.38 %
7258 Water Service	6,220.25	3,564.15	-2,656.10	-74.52 %
Total 7250 Utilities	37,884.34	33,314.05	-4,570.29	-13.72 %
7999 Uncategorized Expense	-16.05		16.05	
Total Expenses	\$541,366.75	\$501,236.70	\$ -40,130.05	-8.01 %
NET OPERATING INCOME	\$ -284,822.40	\$11,813.55	\$296,635.95	2,510.98 %
Other Income				
8040 TVRPD Development Fee Revenues	44,877.00		-44,877.00	
Total Other Income	\$44,877.00	\$0.00	\$ -44,877.00	0.00%
Other Expenses				
7290 Operational Reserve (Contingency)		41,666.65	41,666.65	100.00 %
8505 Quimby Expense		1,320.40	1,320.40	100.00 %
8507 Loan Principal Payments (2310)		20,709.15	20,709.15	100.00 %
Total Other Expenses	\$0.00	\$63,696.20	\$63,696.20	100.00 %
NET OTHER INCOME	\$44,877.00	\$ -63,696.20	\$ -108,573.20	170.45 %
NET INCOME	\$ -239,945.40	\$ -51,882.65	\$188,062.75	-362.48 %

# TEHACHAPI VALLEY RECREATION & PARK DISTRICT



2019

Job Descriptions & Salary Schedule

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  - c. Park Maintenance Worker (Seasonal)
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# Tehachapi Valley

## Recreation & Park District

### DISTRICT MANAGER JOB DESCRIPTION

#### SALARY RANGE

\$72,509 - \$98,530 Annually

**POSITION: DISTRICT MANAGER**  
**REPORTS TO: BOARD OF DIRECTORS**  
**SUPERVISES: DISTRICT STAFF**

**CATEGORY: FULLTIME**  
**FLSA STATUS: EXEMPT**

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of District Manager. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

#### **POSITION SUMMARY**

The District Manager is hired by and acts under the direction of the Board. As the Chief Executive Officer (CEO) of the District, the District Manager is responsible for all aspects of the efficient and cost-effective operation and administration of the District, including all District employees, volunteers, independent contractors, and consultants. The District Manager shall have the power and authority to organize, manage and control all activities necessary or appropriate for the efficient operation and administration of the District, in accordance with the policies and procedures established by the Board from time to time, in its sole discretion. The District Manager advises the Board on all matters relating to the planning, development, administration and operation of the District's departments. The District Manager performs a variety of complex executive work in planning, directing, and coordinating management of the District, including planning and implementing programming and recreational amenities, parks and facility operations, parks administration, public relations, marketing and special events. The District Manager works closely with the Board to develop and implement capital improvements, programming goals, and annual budgets.

#### **ESSENTIAL JOB FUNCTIONS**

The following duties are an overview of the primary duties and responsibilities of the District Manager and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service at all times;
- Efficiently and effectively administer and conduct the ordinary and usual business and affairs of the District in a reasonable, prudent and professional manner;
- Exercise supervision and control over all District departments, programs and activities, including the District's diverse, year-round recreation, park, and leisure programs, and the management and safe operation of the District's facilities, including but not limited to, the recreation center, ball fields, and parks;
- Annually evaluate and update as necessary short-and long-range plans for programming, capital improvements, facility construction/renovation, staffing, and grant writing; implement the plans as appropriate;

- Make recommendations to the Board regarding the establishment, consolidation, modification or elimination of any department, program or activity the District Manager believes is necessary or appropriate for the efficient and effective administration and operation of the District;
- Comply with the District Policy Handbook, and establish appropriate and effective practices and procedures for implementing and administering the District Policy Handbook, as the Board may amend from time to time;
- Responsible for the efficient and effective administration, management and supervision of the District's workforce, including but not limiting to, hiring/appointment, promotion, demotion, layoffs, transfers, discipline, training. Establish and administer compensation and benefits within parameters established by the Board. Organize, direct, coordinate and review work prepared by regularly employed staff.
- Develop and administer agreements with contract services providers. Determine work procedures, prepare work schedules, and expedite workflow. Plan and organize workloads and staff assignments. Promote harmony among workers and help resolve grievances. Review progress and direct changes as needed;
- Ensure proper human resources functions, including benefits and record-keeping. Oversee human resource functions of subordinate staff through management, including seasonal, temporary, and youth employees and volunteers. Coordinate and evaluate District employee benefit programs, and make recommendations to the Board on plan changes and updates;
- Promote District functions, programs and activities to continually improve public knowledge, understanding, confidence and support. Maintain and oversee effective, comprehensive public information efforts using telephone, email, newspaper, website, mailings or other media;
- Assure coordination of the District's programs with other community organizations, such as the school district and various community agencies. Represent the District's interests effectively and professionally in public meetings and in the community, and through verbal, paper and electronic communications with governmental agencies and private entities, the community and the District's citizens;
- Attend all study sessions, and all regular and special meetings, of the Board, and participate in discussions with the Board in an advisory capacity;
- Support Board functions by working with the Administrative Assistant to prepare and post agendas, prepare meeting minutes and Board packets, meeting regularly with the Board Chairman, and ensuring legal compliance;
- Prepare requests for proposals to provide for improvements to the District's parks and recreation facilities; oversee construction projects and facility improvements;
- Maintain, review, develop and implement administrative procedures and standards for efficient, safe, and effective operation of the District's recreation programs and parks. Enforce compliance with applicable laws, policies and procedures established by the Board, and industry best practices;
- Plan, organize, direct and control the financial activities of the District, including the accounting, revenue collection, investment, purchasing, and payroll functions, and management of the approved budget (and any amendments). Serve as the District's annual Budget Officer, ensuring the timely development and submission of a proposed budget each year in compliance with all statutory requirements and deadlines;
- Assure that all departments stay within the approved budget (and any approved amendments); perform cost control activities and internal financial mechanisms; monitor all revenues and expenditures to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Keep the Board advised of the financial condition and future needs of the District and make such recommendations as the District Manager determines are necessary or appropriate for sound financial management of the District, including but not limited to, periodically evaluating and recommending improvements to the District's administrative and financial internal control systems and procedures, and ensuring annual audit compliance;
- Direct the preparation of financial reports as required by law; prepare financial reports and analysis requested by the Board;
- Maintain the District's historical records, including Board activities, budgets, audits, capital projects, legal issues, and employment records; and,
- Establish and maintain positive working relationships with the Board, District employees/volunteers, and partnering agencies;

- Provide consistent high-quality service to the community; and,
- Perform such other duties as may be assigned by the Board, in its sole discretion, from time to time.

### **MANDATORY QUALIFICATIONS**

1. Possess a Bachelors degree in Recreation and Park Administration or closely related field from a nationally accredited educational institution, *and* a minimum of five (5) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Certified Park and Recreation Professional, or ability to obtain certification within one (1) year of appointment;
3. Possess and maintain a valid Driver's License with good driving record;
4. Possess a positive attitude, and be a self starter; and,
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

### **PREFERRED QUALIFICATIONS**

1. Masters degree in Recreation and Park Administration, Public Administration or closely related field.
2. Ability to read, write, speak and understand the Spanish language.

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

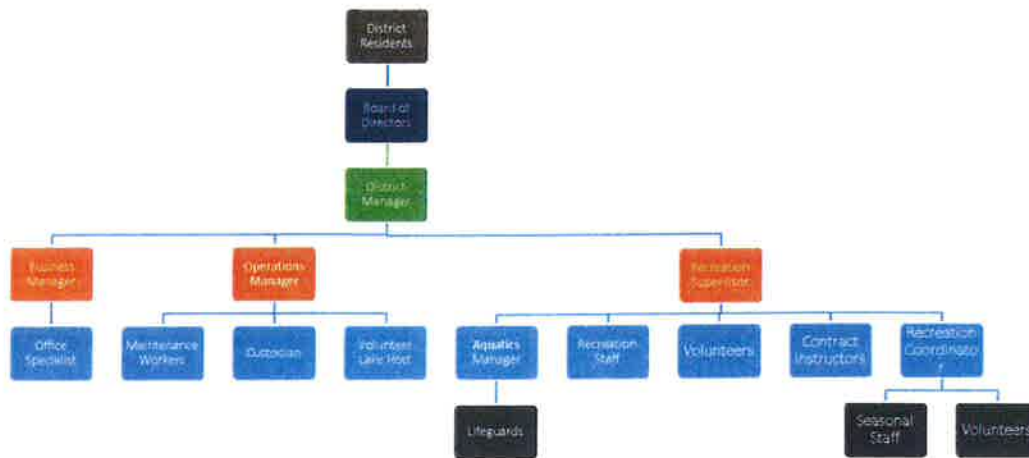
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

### **COMPENSATION**

Exempt, Salary: DOE.

Employment offer contingent DOJ background check.

## ORGANIZATIONAL RELATIONSHIP



### CLASS HISTORY:

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### BUSINESS MANAGER JOB DESCRIPTION

#### SALARY RANGE

\$35,838 - \$65,000 Annually

**POSITION: BUSINESS MANAGER**  
**REPORTS TO: DISTRICT MANAGER**  
**SUPERVISES: OFFICE SPECIALIST I & II**

**CATEGORY: FULL TIME**  
**FLSA STATUS: EXEMPT**

#### POSITION SUMMARY

Responsible for the organization and coordination of office operations, financial procedures, and resources to facilitate organizational effectiveness and efficiency.

#### ESSENTIAL JOB FUNCTIONS

- Manage all aspects of the office to create an organized and efficient working environment for all employees.
- Oversee the process of inquiry requests, registrations, and deposits.
- Oversee all current processes in place, and adjust as needed to best suit the needs of the whole office.
- Receive and screen phone calls and visitors, provide information, take messages, and refer people to other sources of information.
- Assist disgruntled customers.
- Operate office machines including tape recorders, adding machine, fax machine, copy machine, and other office equipment.
- Provide comprehensive secretarial and clerical support to management including the design, implementation, and accuracy of filing systems; establish procedures and monitor record keeping; ensure confidentiality and security of data; etc.
- Prepares a variety of materials such as agendas, forms, reports, letters, memorandums, and other documents.
- Monitor and maintain printed materials in stock, office supplies, etc.
- Handle and process all cancellations, refunds, and credits
- Prepare agenda, take minutes, and prepare minutes for posterity/distribution at all board meetings
- Serves as District Clerk of the Board.
- Attends all TVRPD board meetings and transcribes and records minutes of the proceedings.
- Human resource administrative oversight (responsible for execution of background checks, complete employee files, communication, employee benefit compliance, etc.)
- Maintain all District Director files.
- Oversee all payroll operations.
- Administer all accounts payable and receivable.
- Maintains purchasing card statements.



- Maintains confidential personal records and communication.
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire office staff in accordance with District purchasing policies and budgetary restrictions.
- Coordinates District's yearly audit.
- Reviews, interprets and analyzes new and proposed legislation.
- Determines effects of legislation on operations and programs the District serves.
- Takes appropriate action to ensure compliance with existing rules and regulations.
- Provides technical assistant to District Manager regarding organization policy/procedures.
- Assists other departments in review and preparation of departmental budget.
- Assists the District Manager in preparation of the annual District budget.
- Maintain a safe and secure working environment; maintains the required safety training designated for this position.
- Regular, punctual attendance.
- Performs special projects and other work as assigned.

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- General and efficient office practices and method; filing systems; business forms; letter writing; and office equipment.
- English usage, vocabulary, spelling, grammar, and punctuation.
- Well-developed written and oral communication skills; able to communicate clearly and sensitively with internal and external stakeholders of the Tehachapi Valley Recreation and Park District.
- Competency in information technology/computer skills and other general administrative tools.
- Ability to relate well to the public, in person and on the telephone, while remaining calm in stressful situations.
- Knowledge of and experience with the Brown Act.
- Handle all business matters confidentially.
- Able to work effectively with multiple supervisors, balance and prioritize multiple assignments.
- Ability to function successfully within a team environment.
- Capable and practiced in handling complex and/or multi-faceted tasks. Effective office (clerical / secretarial), time management, and organizational skills.

### *Personal Attributes*

- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Work with trustworthiness and integrity and with a clear commitment to TVRPD core values and principles.
- Self-motivated with ability to manage work with limited direct supervision.
- Ability to operate effectively under stress; work in a flexible, adaptable, and resilient manner.
- Expert abilities in prioritization and multi-tasking; well planned and organized even within a fluid working environment and a capacity for initiative and decision-making with competent analytical and problem solving skills.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.

### *Education, Training, & Experience*

- High school diploma with a number of years' administrative and leadership experience.
- General knowledge of accounting, data, and administrative management practices and procedures.
- Knowledge of Microsoft Office products; QuickBooks Online
- Experience with clerical practices and procedures.
- Experience with human resources management practices and procedures.
- Advanced Computer skills

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

*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.*

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required.
- Perform work that is primarily sedentary.
- Is subject to inside environmental conditions.
- May be subject to stressful situations involving complex problem solving.
- Required to work at a computer/display monitor for prolonged periods.

### **ADDITIONAL INFORMATION**

Employment is contingent on satisfactory DMV and SSCI background check.

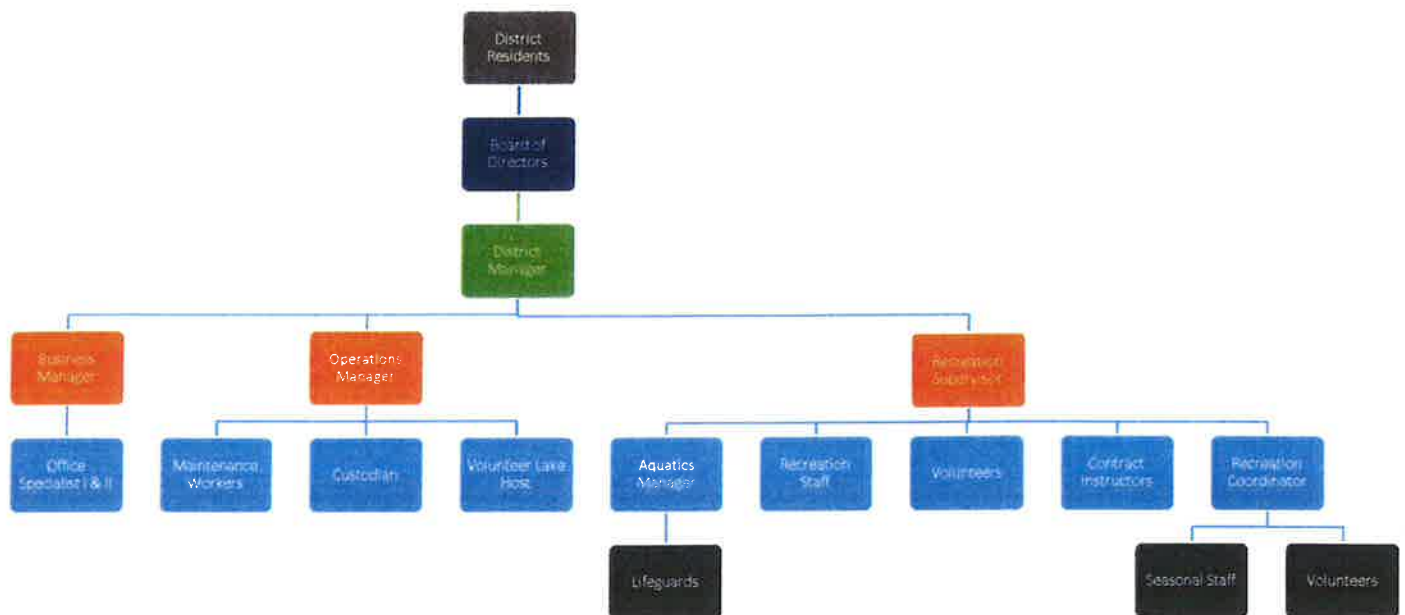
Employees must complete twelve (12) months of satisfactory probation.

### **SALARY RANGE**

Exempt, Salary: DOE.

Comprehensive District health and retirement package. Twelve (12) paid holidays, accrued vacation and sick leave

## ORGANIZATIONAL RELATIONSHIP



## CLASS HISTORY

Adopted:

Revised: 01/09/19



# **Tehachapi Valley**

## **Recreation & Park District**

### **OFFICE SPECIALIST I JOB DESCRIPTION**

#### **SALARY RANGE**

Hourly: Minimum Wage – \$15.00

**POSITION: OFFICE SPECIALIST I**  
**REPORTS TO: BUSINESS MANAGER**  
**SUPERVISES: N/A**

**CATEGORY: TEMPORARY/PART TIME**  
**FLSA STATUS: NON-EXEMPT**

#### **POSITION SUMMARY**

The Office Specialist I is responsible for providing facility reservations, program registrations, clerical and administrative support in order to ensure that District services are provided in an effective and efficient manner.

#### **ESSENTIAL JOB FUNCTIONS**

- Greets, assists and provides detailed information to patrons and the public
- Answers District office phone calls and fields District related questions; directs specific public inquiries to appropriate Departments
- Records and registers facility reservations, activities, and patron registrations into the District's recreation software system; advises appropriate staff
- Maintains District registration software
- Maintains facility calendars
- Assists Business Manager in District accounts receivable
- Process registrations; receiving fees, receipting, and deposits
- Conducts a wide array of secretarial and clerical duties; draft, submit and file various District forms, letters, and communications
- Coordinates facilities for District and various program use
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering office supplies and equipment.
- Reports accidents and unsafe conditions as they occur to the Business Manager or assigned supervisor
- Assists with District office cleaning, sanitation and organization
- Maintains a safe and secure working environment
- All other duties assigned

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology in order to best serve the public; Microsoft Office Programs, Digital and Social Media.
- Prioritize job tasks and complete them within specified time frames meeting strict deadlines.
- Ability to function successfully within a team environment.
- Commitment to providing outstanding customer service.
- Interact with customers and co-workers in a positive and courteous manner.
- *Personal Attributes*
- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Compliment co-workers and peers without exhibiting behavioral extremes and respond appropriately to criticism from a supervisor.
- Communicate effectively.
- Work with trustworthiness and integrity and with a clear commitment to TVRPD core values and principals.
- Self-motivated with ability to manage work with limited direct supervision.
- Exercise independent judgment and initiative with competent analytical and problem solving skills within established guidelines.
- Ability to operate effectively under stress; work in a flexible, adaptable, and resilient manner.
- Willingness to perform manual tasks requiring physical exertion.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.
- Understand, read, and follow instructions.

### *Education, Training, & Experience*

- High School diploma or equivalent.
- Computer proficiency, to include Microsoft Office.
- Social and digital media fluency.
- Working knowledge of recreation POS software highly desired.
- Knowledge of proper money handling practices and procedures.

### *Licenses and Certificates*

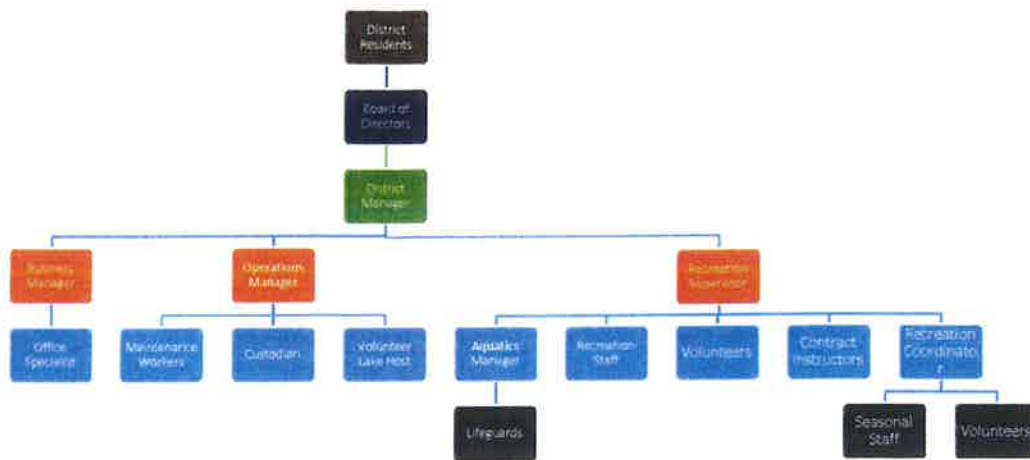
- American Red Cross First Aid/CPR/AED certified or wiliness to obtain.
- Valid California driver's license; driving record must comply with District safety standards.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

*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.*

- May be subject to stressful situations involving complex problem solving.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.

## TVRPD Organizational Chart



## CLASS HISTORY

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### OFFICE SPECIALIST II JOB DESCRIPTION

#### SALARY RANGE

\$22,880 - \$36,000 Annually

**POSITION: OFFICE SPECIALIST II**  
**REPORTS TO: BUSINESS MANAGER**  
**SUPERVISES: N/A**

**CATEGORY: FULL TIME**  
**FLSA STATUS: NON-EXEMPT**

#### POSITION SUMMARY

The Office Specialist II is responsible for providing facility reservations, program registrations, clerical and administrative support in order to ensure that District services are provided in an effective and efficient manner.

#### ESSENTIAL JOB FUNCTIONS

- Greets, assists and provides detailed information to patrons and the public.
- Answers District office phone calls and fields District related questions; directs specific public inquiries to appropriate Departments.
- Records and registers facility reservations, activities, and patron registrations into the District's recreation software system; advises appropriate staff.
- Maintains District registration software.
- Maintains facility calendars.
- Coordinates Volunteer Camp Hosts at Brite Lake Facility.
- Assists Business Manager in District accounts receivable.
- Process registrations; receiving fees, receipting, and deposits.
- Conducts a wide array of secretarial and clerical duties; draft, submit and file various District forms, letters, and communications.
- Coordinates facilities for District and various program use.
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering office supplies and equipment.
- Assists the Business Manager/Clerk of the Board with TVRPD board meetings and transcription of minutes.
- Reports accidents and unsafe conditions as they occur to the Business Manager or assigned supervisor.
- Assists with District office cleaning, sanitation and organization.
- Maintains a safe and secure working environment.
- All other duties assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology in order to best serve the public; Microsoft Office Programs, Digital and Social Media.
- Prioritize job tasks and complete them within specified time frames meeting strict deadlines.
- Ability to function successfully within a team environment.
- Commitment to providing outstanding customer service.
- Interact with customers and co-workers in a positive and courteous manner.
- *Personal Attributes*
- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Compliment co-workers and peers without exhibiting behavioral extremes and respond appropriately to criticism from a supervisor.
- Communicate effectively.
- Work with trustworthiness and integrity and with a clear commitment to TVRPD core values and principals.
- Self-motivated with ability to manage work with limited direct supervision.
- Exercise independent judgment and initiative with competent analytical and problem solving skills within established guidelines.
- Ability to operate effectively under stress; work in a flexible, adaptable, and resilient manner.
- Willingness to perform manual tasks requiring physical exertion.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.
- Understand, read, and follow instructions.

### *Education, Training, & Experience*

- High School diploma or equivalent.
- Computer proficiency, to include Microsoft Office.
- Social and digital media fluency.
- Working knowledge of recreation POS software highly desired.
- Knowledge of proper money handling practices and procedures.

### *Licenses and Certificates*

- American Red Cross First Aid/CPR/AED certified or wiliness to obtain in three (3) months.
- Valid California driver's license; driving record must comply with District safety standards.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

*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.*

- May be subject to stressful situations involving complex problem solving.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.



- Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.

## **COMPENSATION**

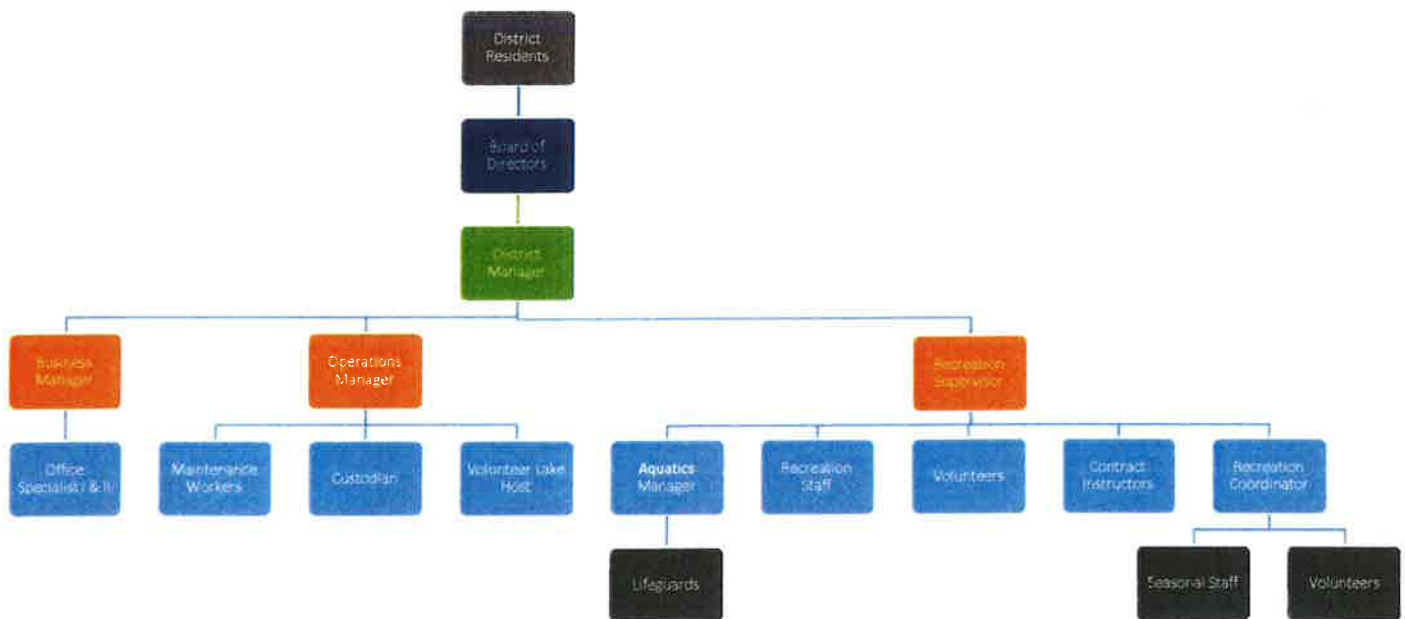
Hourly, commensurate with experience.

Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete twelve (12) months of satisfactory probation.

## **ORGANIZATIONAL RELATIONSHIP**



## **CLASS HISTORY**

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### RECREATION SUPERVISOR JOB DESCRIPTION

#### SALARY RANGE

\$49,000 - \$70,000 Annually

**POSITION: RECREATION SUPERVISOR**  
**REPORTS TO: DISTRICT MANAGER**  
**SUPERVISES: RECREATION STAFF**

**CATEGORY: FULL TIME**  
**FLSA STATUS: EXEMPT**

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Recreation Supervisor. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

#### **POSITION SUMMARY**

Under general direction of the District Manager, the Recreation Supervisor plans, organizes and directs a comprehensive community services program to meet the needs of the diverse population within the District. This includes personnel, community relations, grant writing, budget management, and the purchasing of supplies, materials and equipment. Performs other work as required and may work irregular hours, including evenings, weekends, holidays, and be willing to work outdoors in all weather conditions.

#### **ESSENTIAL JOB FUNCTIONS**

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

##### **PLANNING & OPERATIONS**

- Consistently promote a positive, professional image of the District and provide excellent customer service.
- Directs on-site supervision and logistics of all programs, activities sports, and events.
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.
- Prepares goals and objectives for community based classes, programs, events and activities including adult and youth sports; aquatics; excursions; special events; camps and special activity classes.
- Represents TVRPD at various community and government agency board meetings.
- Expands and provides new programs, classes, events, camps and activities for the community;
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Develops procedures for initiating, supervising, and evaluating activities;
- Recommends purchasing and inventory;
- Develops marketing strategies and materials to promote programs within budgetary constraints;
- Develops yearly brochure and event rack card.
- Recruitment of volunteers, coaches, instructors, and sponsors;

- Coordinates with other departments for the program registration and facility usage;
- Recommends and assists in the development of programmatic policies and procedures;
- Meets with the community and neighborhood groups to formulate program ideas;
- Monitor the day-to-day operations of youth programs, adult and youth sports, special events, classes and camps to include scheduled site visits, handling and resolving complaints, appropriation of materials and supplies, and formulization and organizing program plans and schedules for District programs.
- Monitor employee and volunteer professionalism.
- Maintain the TVRPD master calendar, social and digital media.
- Maintain inventory of supplies and equipment; distributes supplies and equipment; orders supplies and equipment for recreation and athletic programs.
- Actively seeks, establishes and nurtures equitable community partnerships and sponsorships enhancing District revenues;

#### PERSONNEL

- Conducts orientation, training, and appraisal of performance for subordinates;
- Schedule job assignments for subordinates, part-time, and other employees;
- Recommends to district manager for potential or actual employee performance problems;

#### EVALUATION

- Conducts evaluation of programs, activities, and subordinate employees;

#### FISCAL

- Maintains revenue and expense program budgets;
- Prepares and submits detailed unit budgets as required;
- Investigates and prepares approved grant applications and external funding mechanisms;

#### SAFETY

- Reports accidents & unsafe conditions as they occur;

#### SAFETY TRAINING REQUIRED

- CPR and First Aid, Defensive Driver Education training, Supervisor's Drug Awareness training, Supervisor's Sexual Harassment training;

#### OTHER

- Assists department staff as required.
- Ensure proper maintenance and repair of facilities;
- Attends and participates in staff meetings and training sessions;
- Represents their department at management team meetings;
- Provide consistent high-quality service to the community, and;
- Performs other related duties as assigned.

#### MANDATORY QUALIFICATIONS

1. Possess a Bachelors degree in Recreation and Park Administration or closely related field from a nationally accredited educational institution, *and* a minimum of two (2) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Certified Park and Recreation Professional, or ability to obtain certification within one (1) year of appointment;
3. Computer proficiency, to include Microsoft Office and recreation registration software;
4. Social and digital media fluency;
5. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;

6. Possess and maintain a valid Driver's License with good driving record;
7. Possess a positive attitude, and be a self starter; and,
8. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

#### **PREFERRED QUALIFICATIONS**

1. Masters degree in Recreation and Park Administration, Sports Administration or closely related field.
2. Certified Youth Sports Administrator.
3. American Red Cross LGIT and WSIT certified.
4. Statistical and photo editing software skills.
5. Ability to read, write, speak and understand the Spanish language.
6. NRPA and/or CPRS membership is highly desired.

#### **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/Cal OSHA regulations is required.
- Possible exposure to communicable diseases.

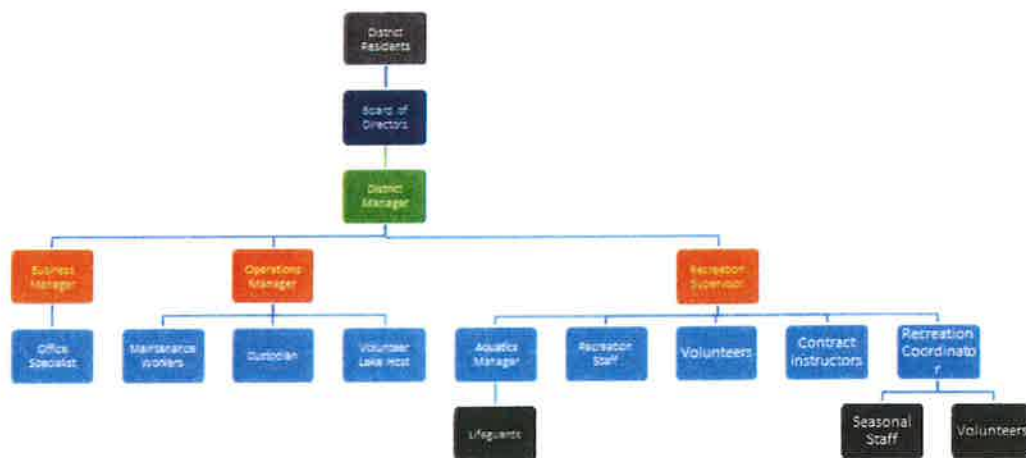
#### **COMPENSATION**

Exempt, Salary: Starting at \$49,000.

Employment offer contingent DOJ background and DMV checks

Must complete twelve (12) months of satisfactory probation

## ORGANIZATIONAL RELATIONSHIP



### CLASS HISTORY:

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### RECREATION COORDINATOR JOB DESCRIPTION

#### SALARY RANGE

\$13.00-\$25.00 Per Hour DOE

**POSITION: RECREATION COORDINATOR**  
**REPORTS TO: RECREATION SUPERVISOR**  
**SUPERVISES: SEASONAL STAFF, VOLUNTEERS**

**CATEGORY: PART-TIME**  
**FLSA STATUS: NON-EXEMPT**

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Recreation Coordinator. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

#### POSITION SUMMARY

Under the direction of the Recreation Supervisor the Recreation Coordinator performs a variety of professional duties related to the successful research, development and delivery of recreational activities, events and athletic programs.

#### ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service; provides information and assistance to participants and the public;
- Direct on-site supervision and logistics of assigned programs, activities and events;
- Plan, implement and evaluate programs, activities and events as assigned by the Recreation Supervisor.
- Monitor the day-to-day operations of athletic and recreation programs, camps, and events as assigned, to include scheduled site visits, handling and resolving complaints, appropriation of program materials and supplies, and formulation and organizing program plans and schedules for District programs;
- Collect activity and registration records and prepare routine and complex program plans and requirements well in advance for budgetary recommendations; prepares reports describing and evaluating programs at completion of activity and identifies methods and areas to improve, modify and expand programs and activities;
- Assists in the recruitment of community organizations, businesses, sponsorships, volunteers, and program support;
- Answers District office phone calls and fields District related questions; directs specific public inquiries to appropriate Departments
- Records and registers facility reservations, activities, and patron registrations into the District's recreation software system; advises appropriate staff
- Assists in the input of new programs in District Registration Software (REC1).
- Collects money at TVRPD events.

- Assists in all set up and tear down of activities, sports, events, runs and camps
- Maintains social media as assigned.
- Assists in Public relations and correspondence; prepares digital, social and printed media, including flyers, brochures and press releases;
- Supervises seasonal staff and volunteers as assigned.
- Monitor employee and volunteer professionalism;
- Maintain a safe and secure working environment; ensure the security and safety of recreational facilities;
- Assist in the inventory of supplies and equipment; distributes supplies and equipment; assists with ordering supplies and equipment for recreation and athletic programs.
- Assist with office staff to coordinate facilities for program use.
- Assist office staff to process registrations to include receiving fees, receipting, and deposits.
- Report accidents and unsafe conditions as they occur to the District Manager
- Perform special projects and other duties as assigned.

#### **MANDATORY QUALIFICATIONS**

1. Possess a Bachelor's degree in Recreation and Park Administration, Sport Administration or closely related field from a nationally accredited educational institution and/or experience coordinating sport leagues, special events, youth and adult programs and camps. Related work may be substituted for a degree.
2. Possess a positive attitude, and be a self-starter; and,
3. Computer proficiency, to include Microsoft Office.
4. Social and digital media fluency.
5. American Red Cross First Aid/CPR/AED certified or willingness to obtain in six (6) months;
6. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
7. Possess and maintain a valid Driver's License with good driving record;

#### **PREFERRED QUALIFICATIONS**

1. Successful practices and knowledge of principals, rules and procedures of organized competitive sports, athletic and recreational programs; objective of public recreation and athletic programs, principals of supervisor organization, administration, maintenance and operation of aquatic facility.
2. American Red Cross Lifeguard Certified
3. Video and photo editing software skills.
4. Ability to read, write, speak and understand the Spanish language.

#### **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, irregular and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

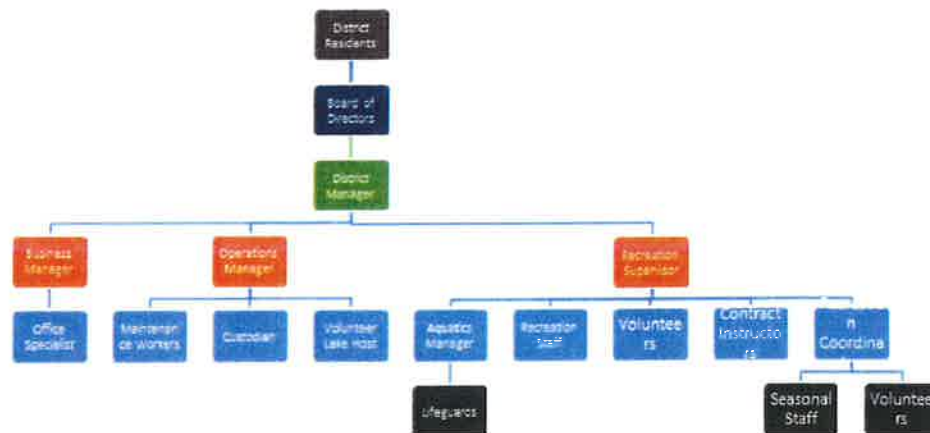
- Use of protective equipment per OSHA/Cal OSHA regulations is required.
- Possible exposure to communicable diseases.

### **COMPENSATION**

\$13.00 - \$20.00 per hour DOE

Employment offer contingent on satisfactory DMV and DOJ background check.

### **ORGANIZATIONAL RELATIONSHIP**



### **CLASS HISTORY:**

Adopted:

Revised: 01/09/19





# Tehachapi Valley

## Recreation & Park District

### AQUATIC MANAGER JOB DESCRIPTION

#### SALARY RANGE

\$13.00 - \$16.00 per hour

**POSITION: AQUATIC MANAGER**  
**REPORTS TO: RECREATION SUPERVISOR**  
**SUPERVISES: POOL STAFF**

**CATEGORY: SEASONAL**  
**FLSA STATUS: NON-EXEMPT**

#### POSITION SUMMARY

Under the direct supervision of the Recreation Coordinator, The Aquatic Manager supervises and evaluates TVRPD aquatic staff and ensures the safety and satisfaction of Dye Natatorium patrons and/or participants by enforcing the policies and procedures of the Tehachapi Valley Recreation and Park District.

#### ESSENTIAL JOB FUNCTIONS

- Supervise the work of subordinate aquatic staff, safeguarding patrons and other persons using the swimming pool or facilities.
- Supervise the enforcement of rules and regulations relating to pool and fitness activities.
- Develop and maintain ongoing, in-service training for, Lifeguards, Water Safety Instructors, and Aquatic Fitness Instructors.
- Maintain, analyze and submit pertinent records in respect to daily user counts, sanitary water conditions (chlorine and pH readings) and pool decks, back-washing, incidents; rescues and assists, emergency equipment and first aid supplies.
- Resolve and report difficult situations that arise between the lifeguards and patrons and takes appropriate action to resolve the complaints and maintain good patron relations.
- Assist with staff recruitment, hiring, and performance evaluation processes.
- Assist with When2Work scheduling.
- Assist with the maintenance of pool pumps, filtration, and chemical feed systems.
- Reports the following to the Maintenance Foreman, or designated staff person:
  - Insufficient pool chemistry
  - Presence of animals, vermin or insects
  - Need for cleaning supplies or equipment repair in advance
  - Water leaks, and other maintenance needs
  - All other health and safety hazards noticed
- Assist with the development and revision of pool policies, procedures, and forms.
- Promote a cohesive aquatic team and positive work environment
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in District safety and in-service trainings.
- Performs other duties assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

#### QUALIFICATIONS

Knowledge of:

- Principles, practices and application of lifesaving and first aid techniques.
- Essential functions of a head lifeguard and/or pool manager.

- Swimming pool operations, including sanitation, maintenance, safety, and public relations.
- General rules and regulations pertaining to pool use.

Ability to:

- Adhere to TVRPD core values and principles.
- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the department.
- Enforce pool rules and regulations.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

### **Minimum Qualifications**

- Two (2) years lifeguarding experience, with evidence of substantial head lifeguard or equivalent aquatic leadership role and/or previous pool management experience.
- American Red Cross Lifeguard and Professional Rescuer or equivalent.
- Demonstrated leadership qualities.
- Experience working with diverse populations
- Strong interpersonal and communication skills
- Evidence of superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Preferred Qualifications**

- Certification as an American Red Cross Lifeguard Instructor.
- Certification as an American Red Cross Water Safety Instructor.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

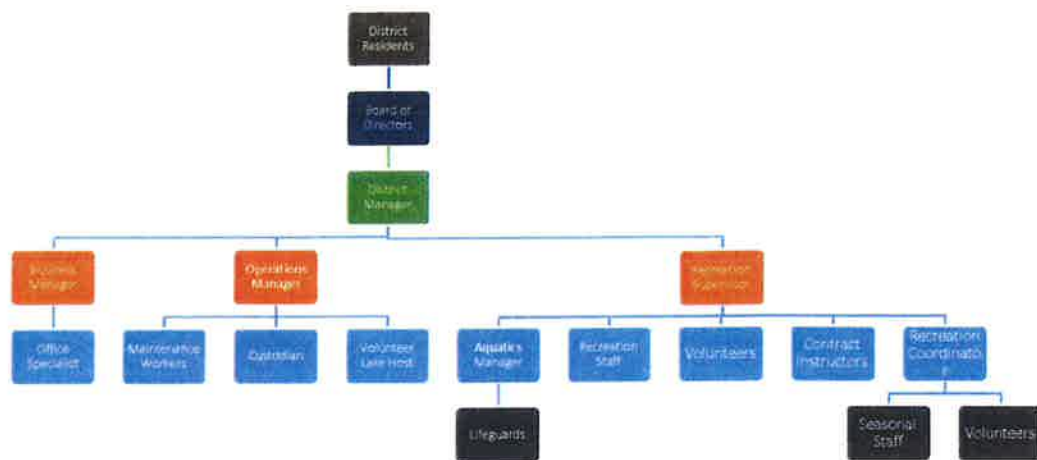
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

### **COMPENSATION**

\$13.00 - \$15.00 per hour DOE.

Employment offer contingent DOJ background check, including fingerprinting.

### **ORGANIZATIONAL RELATIONSHIP**



### **CLASS HISTORY:**

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### LIFEGUARD/HEAD LIFEGUARD JOB DESCRIPTION

#### SALARY RANGE

Minimum Wage - \$15.00 per hour

**POSITION: LIFEGUARD/HEAD LIFEGUARD**

**CATEGORY: SEASONAL**

**REPORTS TO: RECREATION SUPERVISOR, RECREATION COORDINATOR and/or AQUATICS MANAGER**

**FLSA STATUS: NON-EXEMPT**

**SUPERVISES: N/A**

#### POSITION SUMMARY

Under the direct supervision of the Recreation Supervisor, Recreation Coordinator and/or Aquatics Manager, the Lifeguard ensures the safety and satisfaction of patrons and/or participants by enforcing the policies and procedures of the Tehachapi Valley Recreation and Park District; prevents and responds to emergencies. Performs other duties as assigned. The Lifeguard series provides two levels ranging from Lifeguard to Head Lifeguard.

#### DISTINGUISHING CHARACTERISTICS

**Lifeguard** – This is the entry-level class in the Lifeguard series. Positions in this class perform most of the duties required of the Head Lifeguard but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods.

**Head Lifeguard** – This is an advanced employment class in the Lifeguard series. Positions within this class are normally filled by advancement from the Lifeguard, or filled from the outside. Head Lifeguard requires prior experience in the safeguarding of public pools or comparable facilities, knowledge of aquatic operations principles and practices, and proven leadership qualities.

All positions assigned to the class require the ability to work within a team environment exercising judgment and initiative.

#### ESSENTIAL JOB FUNCTIONS

- Direct and safeguard guests using the swimming pool and District facilities.
- Enforce TVRPD rules, regulations, policies and procedures.
- Provide positive public relations, customer information and assistance.
- Conduct opening and closing duties; including, but not limited to, facility and equipment sanitation, equipment safety inspections, pool vacuuming, and point of sale procedures.
- Maintain, analyze and submit pertinent records in respect to daily user counts, sanitary water conditions (chlorine and pH readings) and pool decks, incidents; rescues and assists, emergency equipment and first aid supplies.
- Resolve and report difficult situations that arise and take appropriate action to resolve the complaints and maintain good public relations.
- Assist with the maintenance and operation of pool equipment.
- Report the following to the Aquatic Manager, or designated staff person:
  - Insufficient pool chemistry

- Presence of animals, vermin or insects
  - Need for cleaning supplies or equipment repair in advance
  - Water leaks, and other maintenance needs
  - All other health and safety hazards noticed
- Promote a cohesive aquatic team and positive work environment
  - Participate in scheduled in-services, emergency drills and environmental safety activities.
  - Performs other duties assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## **QUALIFICATIONS**

Knowledge of:

- Principles, practices and application of lifesaving and first aid techniques.
- Essential functions of a lifeguard/head lifeguard.
- Swimming pool operations, including sanitation, maintenance, safety, and public relations.
- General rules and regulations pertaining to pool use.

Ability to:

- Pass the TVRPD Lifeguard Employment Test.
- Adhere to TVRPD core values and principles.
- Perform a broad range of public pool responsibilities.
- Work independently within the established policies and procedures of the department.
- Enforce pool rules and regulations.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

## **Lifeguard Qualifications**

- American Red Cross Lifeguard and Professional Rescuer or equivalent.
- Strong interpersonal and communication skills
- Friendly, customer service orientated, flexible, good sense of humor
- Team player

## **Head Lifeguard Qualifications**

- Two (2) years lifeguarding experience.
- Demonstrated leadership qualities.
- Experience working with diverse populations
- Evidence of superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.

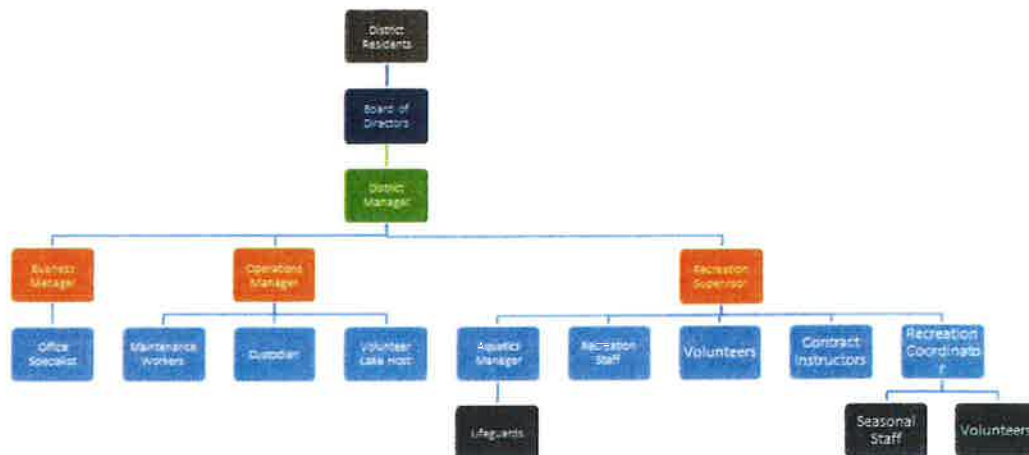
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

## **COMPENSATION**

Minimum Wage - \$12.00 DOE.

Employment offer contingent DOJ background check, including fingerprinting.

## **ORGANIZATIONAL RELATIONSHIP**



## **CLASS HISTORY:**

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### GYM SUPERVISOR JOB DESCRIPTION

#### SALARY RANGE

Minimum Wage - \$15.00 per hour

**POSITION: FACILITY/GYM SUPERVISOR**

**CATEGORY: SEASONAL**

**REPORTS TO: RECREATION SUPERVISOR and/or COORDINATOR FLSA STATUS: NON EXEMPT**

#### **POSITION SUMMARY**

Under the direction of the Recreation Coordinator, the Facility/Gym Supervisor performs a variety of professional duties related to the successful implementation of recreational programs, event supervision and facility management.

#### **ESSENTIAL JOB FUNCTIONS**

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service at all times; provides information and assistance to participants and the public;
- Direct on-site supervision and logistics of assigned programs, activities and events;
- Direct program staff and participants;
- Monitor the day-to-day operations of athletic and recreation programs and events to include scheduled site visits, handling and resolving complaints, appropriation of program materials and supplies,
- Monitor employee and volunteer professionalism;
- Sweeps and clears entrance spaces, daily.
- Dusts, washes and sanitizes other surfaces as specified in schedule.
- Performs other cleaning duties as specified in schedule.
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Changes light bulbs, as needed.
- Collects and bags all garbage from the center, placing the tied bags in a closed dumpster.
- Disinfects and cleans garbage and trashcans, and changes bags daily.
- Washes and sanitizes bathrooms' fixtures daily with germicidal solution.
- Using germicidal solution, wet mops all washable floors daily including kitchen, bathroom, office and classroom.
- Washes bathroom, kitchen, classroom and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
- Vacuums all carpeting daily.
- Maintain a safe and secure working environment; ensure the security and safety of recreational facilities;
- Maintain inventory of supplies and equipment; distributes supplies and equipment;
- Report accidents and unsafe conditions as they occur to the Recreation Coordinator;

### **MANDATORY QUALIFICATIONS**

1. Possess a positive attitude, and be a self starter;
2. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;
3. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
4. Possess and maintain a valid Driver's License with good driving record;

### **PREFERRED QUALIFICATIONS**

1. Successful practices and knowledge of principals, rules and procedures of organized competitive sports, athletic and recreational programs;
2. Ability to read, write, speak and understand the Spanish language.

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

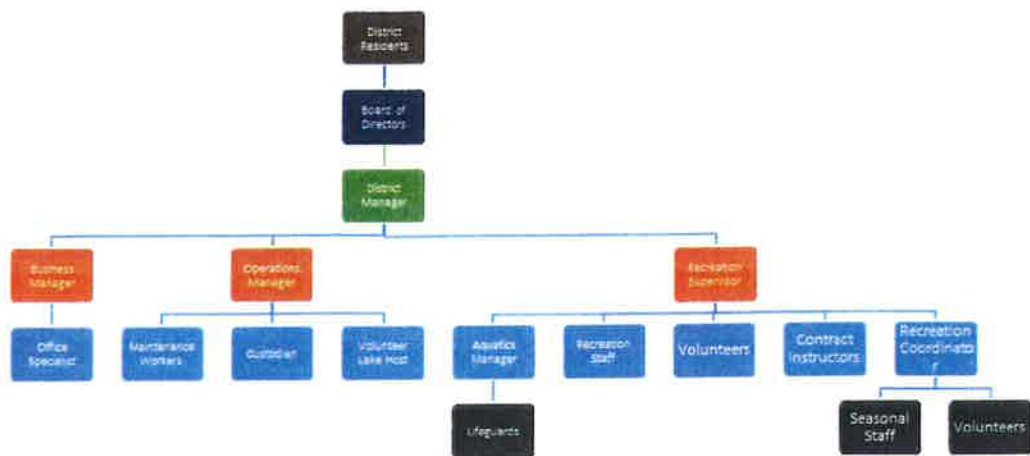
### **COMPENSATION**

Minimum Wage - \$15.00 per hour

Employment offer contingent on satisfactory DOJ background check.



## ORGANIZATIONAL RELATIONSHIP



### CLASS HISTORY:

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### REFEREE JOB DESCRIPTION

#### SALARY RANGE

Minimum Wage - \$16.00 per game

**POSITION: REFEREE**

**CATEGORY: SEASONAL**

**REPORTS TO: RECREATION SUPERVISOR and/or COORDINATOR FLSA STATUS: NON EXEMPT**

#### POSITION SUMMARY

Under the direction of the Recreation Coordinator, the Referee officiates a variety of youth and adult sports.

#### ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service at all times; provides information and assistance to participants and the public;
- Knowledge of National Federation of State High School Association rules and mechanics as well as municipal league rules, regulations and by-laws.;
- Direct program staff and participants;
- Monitor the day-to-day operations of athletic and recreation programs and events to include scheduled site visits, handling and resolving complaints, appropriation of program materials and supplies,
- Monitor employee and volunteer professionalism;
- Maintain a safe and secure working environment; ensure the security and safety of recreational facilities;
- Maintain inventory of supplies and equipment; distributes supplies and equipment;
- Report accidents and unsafe conditions as they occur to the Recreation Coordinator;

#### MANDATORY QUALIFICATIONS

1. Possess a positive attitude, and be a self starter;
2. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;
3. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
4. Possess and maintain a valid Driver's License with good driving record;

#### PREFERRED QUALIFICATIONS

1. Successful practices and knowledge of principals, rules and procedures of organized competitive sports, athletic and recreational programs;
2. Ability to read, write, speak and understand the Spanish language.

#### PHYSICAL DEMANDS & WORKING CONDITIONS

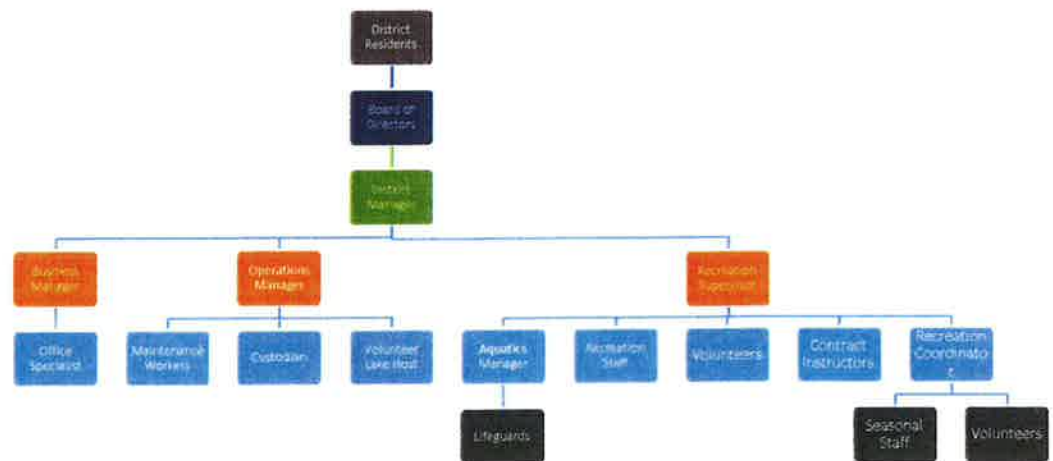
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

## **COMPENSATION**

Minimum Wage-\$15.00 per hour DOE.

Employment offer contingent on satisfactory DOJ background check.

## **ORGANIZATIONAL RELATIONSHIP**



## **CLASS HISTORY:**

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### START SMART RECREATION LEADER JOB DESCRIPTION

#### SALARY RANGE

\$13.00 - \$25.00 per hour

**POSITION: START SMART RECREATION LEADER**

**CATEGORY: SEASONAL**

**REPORTS TO: RECREATION SUPERVISOR and/or COORDINATOR FLSA STATUS: NON-EXEMPT**

#### POSITION SUMMARY

Under the direct supervision of the Recreation Coordinator, The Start Smart Recreation Leader instructs and leads children ages 3-7 in Start Smart Programs including (but not limited to) basketball, baseball, football and soccer.

#### ESSENTIAL JOB FUNCTIONS

- Using the Coordinator Manual, successfully develop and implement a six-week program of the particular sport being offered at the time.
- Promote a fun and enjoyable environment
- Maintain a safe environment by always supervising the participants and being aware of potential hazards on the court/field.
- Report difficult situations that arise between the parents and takes appropriate action to resolve the complaints and maintain good parent relations.
- Participates in emergency drills and environmental safety activities, as requested.
- Performs other duties assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

#### QUALIFICATIONS

Knowledge of:

- Principles, practices and application of customer service
- General rules and regulations pertaining to youth sports
- Work well with children of various ages
- Youth sports
- District rules and guidelines regarding youth sports
- Prior coaching experience is highly recommended

Ability to:

- Adhere to TVRPD core values and principles.
- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the department.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

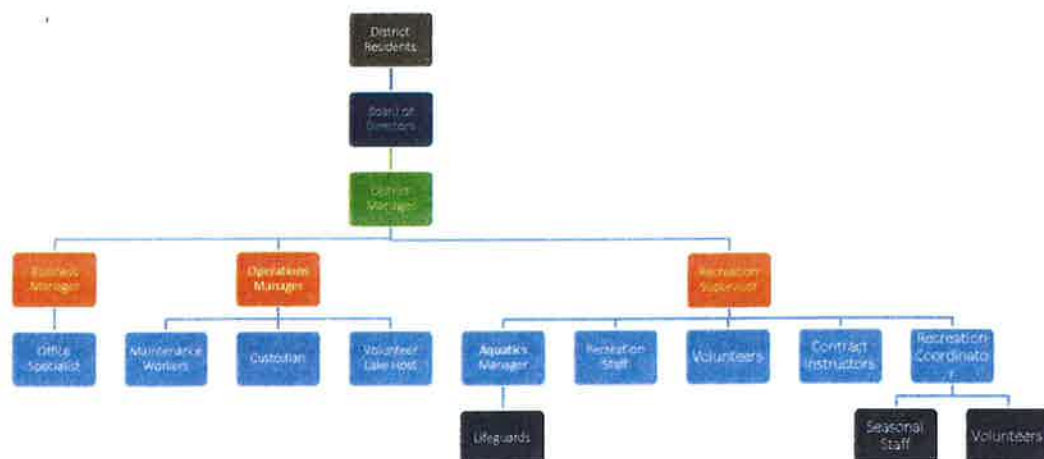
### **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Outdoor fields
  - Gymnasium
- Required to work multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

### **COMPENSATION**

\$13.00-\$15.00 per/hour DOE.

### **ORGANIZATIONAL RELATIONSHIP**



CLASS HISTORY:

Adopted:

Revised: 01/09/19



# **Tehachapi Valley**

## **Recreation & Park District**

### **OPERATIONS MANAGER JOB DESCRIPTION**

#### **SALARY RANGE**

\$35,838 - \$88,000 Annually

**POSITION: OPERATIONS MANAGER**  
**REPORTS TO: DISTRICT MANAGER**  
**SUPERVISES: CUSTODIAN, PARK MAINTENANCE WORKER**

**CATEGORY: FULL TIME**  
**FLSA STATUS: EXEMPT**

#### **POSITION SUMMARY**

Under general direction, plans, organizes, coordinates, supervises, reviews and evaluates the work of crews performing recreation area, related facilities and related landscape maintenance, repair, construction and renovation work.

#### **ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, coordinates, assigns, provides direction and reviews the work of first line coordinators and their respective crews engaged in parks and various park, recreation, and sports area and landscape construction, maintenance and renovation work.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the area of responsibility; provides input into the budget development and administration process.
- Directs the park maintenance function and ensures daily patrol and enforcement are performed at all District facilities.
- Plans and coordinates development and maintenance projects performed by City staff; estimates time, cost, labor and material needs; assigns personnel and orders necessary equipment and materials; provides technical assistance to staff and discusses job details with subordinate supervisors and staff.
- Inspects work in process; makes field decisions regarding modifications; provides technical advice to staff and solves operational problems; inspects the work of contractors and approves work in progress and upon completion.
- Reviews the work of supervisory and direct report staff; identifies problem areas and directs corrective action; counsels employees and initiates discipline as necessary.
- Ensures that safe work practices and procedures are followed and that appropriate safety equipment is utilized; conducts unit safety meetings.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Responds to questions and complaints from the public; ensures satisfactory resolution; acts as liaison with other agencies and organizations involved with park maintenance projects; coordinates activities with those of other City units; provides for emergency repair as required.

- Directs the requisitioning of materials, supplies and equipment for maintenance and repair work; ensures adequate supply inventories.
- Maintains a variety of records; makes periodic and special reports of work performed.
- Prepares a variety of periodic and special reports related to recreation facilities, special event projects and activities; assists in developing and writing manuals and instructional procedures.
- Uses standard office equipment drives a personal or City motor vehicle in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment .

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Administrative principles and practices including goal setting, program development and budget administration.
- Rules, regulations and ordinances pertaining to park construction, maintenance, repair and renovation.
- Methods and techniques of soil preparation and of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees found in parks and municipal landscaping.
- Installation, maintenance and repair of irrigation systems and related pumping systems.
- Safety practices, safe work methods and safety regulations pertaining to the work.
- Computer applications related to the work.
- Applicable laws, codes and regulations.
- Correct business English, including spelling, grammar and punctuation.

### **Skill in:**

- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Using initiative and independent judgment within general policy guidelines.
- Using knowledge and abilities in negotiating contracts, agreements and compromises with groups and individuals.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

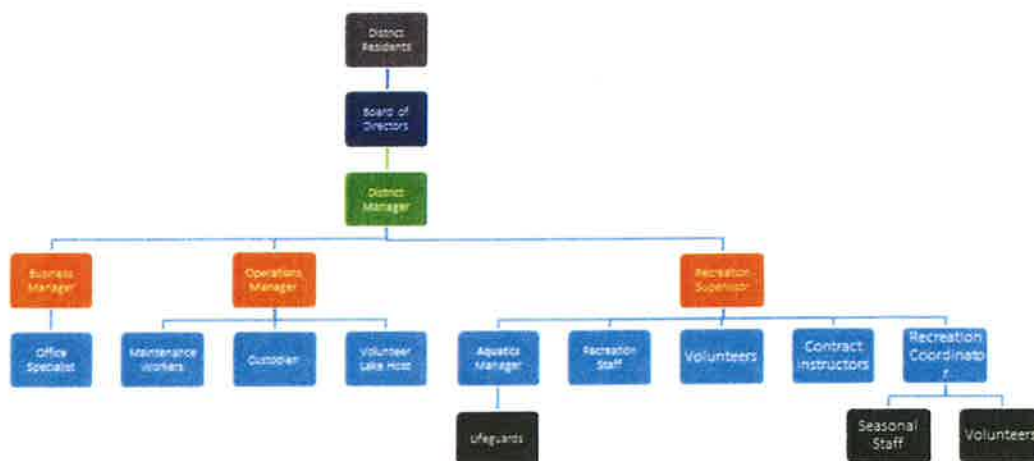
### **SUPERVISION RECEIVED AND EXERCISED:**

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

## PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.



## CLASS HISTORY:

Adopted:

Revised: 01/09/19





# Tehachapi Valley

## Recreation & Park District

### PARK MAINTENANCE WORKER

#### SALARY RANGE

\$22,880 - \$40,967 Annually

**POSITION: PARK MAINTENANCE WORKER**

**CATEGORY: FULL TIME**

**REPORTS TO: PARK & FACILITY MAINTENANCE SUPERVISOR**

**FLSA STATUS: NON-EXEMPT**

#### POSITION SUMMARY

Under the general supervision of the Park & Facility Maintenance Supervisor, the Park Maintenance Worker performs a variety of semi-skilled and/or skilled tasks in maintenance, janitorial and landscape work for District parks, lands, athletic fields, green spaces and facilities, including gardening, irrigation, mowing, tree trimming, landscaping, spraying and operation and operates equipment in the construction, operation, maintenance, and repair of District parks, and facilities. Performs other duties as assigned.

#### ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following:

- Provides positive public relations, customer information and assistance.
- Leads and/or works with a crew in park maintenance and trades work.
- Responds to complaints regarding functional areas such as tree conditions, ball field conditions, irrigation problems, park, building and lighting, water leaks, park facilities issues; evaluates situation; explains findings to Park & Facility Maintenance Supervisor.
- Maintains a variety of records relating to inspections, maintenance activity, materials supply, inventory, etc.
- Inspects and/or repairs play equipment at frequent intervals to insure that all aspects of the equipment are safe, according to *Playground Safety Guidelines* and functioning properly.
- Installs and maintains park benches, tables, fences, signs, water features, lighting and related structures in conformance with established professional practices and safe working methods.
- Safely operates vehicles and landscape equipment around the public in the performance of routine and skilled labor in the field and facilities.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to the Park & Facility Maintenance Supervisor; cleans equipment.
- Follows and completes the District's daily, weekly and monthly cleaning schedule. These duties include:
  - Collects and bags all garbage from the center, placing the tied bags in a closed dumpster.
  - Disinfects and cleans garbage and trashcans, and changes bags daily.
  - Washes and sanitizes bathrooms' fixtures daily with germicidal solution.
  - Using germicidal solution, wet mops all washable floors daily including kitchen, bathroom, office and classroom.
  - Washes bathroom, kitchen, classroom and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
- Using Auto scrubber on Gym Floor

- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of an irrigation crew, including trenching, laying pipe, and backfilling.
- Maintains athletic fields including original layouts such as installation and leveling of surfaces; base positioning and installation; layout of all fields.
- Applies various pesticides, herbicides, fungicides and other related chemicals in park and recreation areas.
- Reports the following to the Park & Facility Maintenance Supervisor, or designated staff person:
  - Any violation of TVRPD ordinances, rules and regulations involving injuries/accidents, property damages, theft, repeated violations or incidents requiring law enforcement and/or emergency medical service response.
  - All other health and safety hazards noticed.
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in District safety and in-service trainings.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, landscape maintenance and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances and rules involved in maintenance and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including pneumatic, and hydraulic equipment; standards relating to the installation, location and required maintenance of plumbed and electrical features; properties of athletic field materials, construction materials, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installations, repair, maintenance and cleaning of District parks and facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment.
- Ability to perform semi-skilled and skilled maintenance, construction, repair work and landscape maintenance in the area of work assigned; perform heavy manual tasks in the absence of close supervision.
- Ability to learn and comprehend information from Procedures Manuals and established safety principles and practices.
- Ability to read and interpret basic maps, plans and diagrams and understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationship with employees, volunteers and other organizational agents.
- Ability to interact with customers and co-workers in a positive and courteous manner.
- Ability to present a positive image of the organization to members of the community.
- Commitment to providing outstanding customer service.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.

### *Personal Attributes*

- Minimum 18 years old.
- Communicate effectively.
- Adhere to TVRPD core values and principles.
- Self-motivated with ability to manage work with limited direct supervision.
- Exercise independent judgment and initiative with competent analytical and problem solving skills within established guidelines.
- Ability to operate effectively with park patrons; work in a flexible, adaptable, and resilient manner.
- Willingness to perform manual tasks requiring physical exertion.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.

- Understand, read, and follow instructions.

#### *Education, Training, & Experience*

- A. High school graduate or GED equivalent and,
- B. Any equivalent of education and experience

#### *Licenses and Certificates*

- Valid California Class C Drivers License along with a driving record acceptable to the District and the District's insurance carrier.
- First Aid/CPR certified or willingness to obtain in three (3) months.

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Occasional exposure to dust, noise, and fumes, weather extremes and biological wastes.
- Required to work nights, weekends, holidays, and multiple shifts when needed.

### **COMPENSATION**

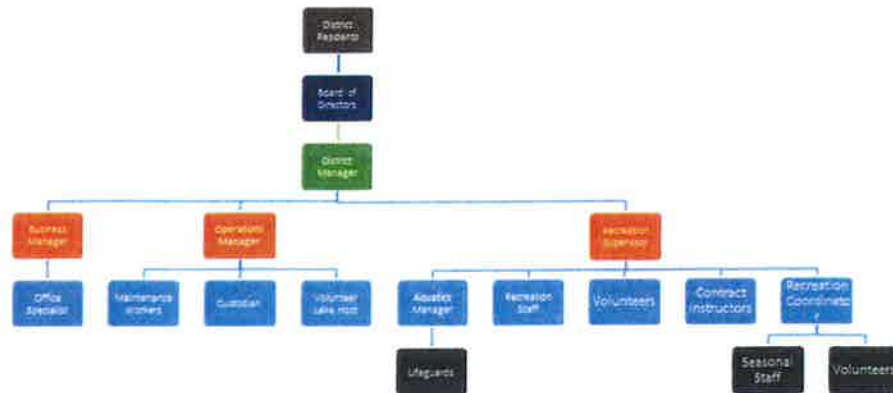
Hourly, commensurate with experience.

Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete twelve (12) months of satisfactory probation.

## ORGANIZATIONAL RELATIONSHIP



## CLASS HISTORY

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### PARK MAINTENANCE WORKER (SEASONAL)

#### SALARY RANGE

Minimum Wage

**POSITION: PARK MAINTENANCE WORKER**

**CATEGORY: SEASONAL**

**REPORTS TO: PARK & FACILITY MAINTENANCE SUPERVISOR FLSA STATUS: NON-EXEMPT**

#### POSITION SUMMARY

Under the general supervision of the Park & Facility Maintenance Supervisor, the Park Maintenance Worker performs a variety of semi-skilled and/or skilled tasks in maintenance, janitorial and landscape work for District parks, lands, athletic fields, green spaces and facilities, including gardening, irrigation, mowing, tree trimming, landscaping, spraying and operation and operates equipment in the construction, operation, maintenance, and repair of District parks, and facilities. Performs other duties as assigned.

#### ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following:

- Provides positive public relations, customer information and assistance.
- Leads and/or works with a crew in park maintenance and trades work.
- Responds to complaints regarding functional areas such as tree conditions, ball field conditions, irrigation problems, park, building and lighting, water leaks, park facilities issues; evaluates situation; explains findings to Park & Facility Maintenance Supervisor.
- Maintains a variety of records relating to inspections, maintenance activity, materials supply, inventory, etc.
- Inspects and/or repairs play equipment at frequent intervals to ensure that all aspects of the equipment are safe, per *Playground Safety Guidelines* and functioning properly.
- Installs and maintains park benches, tables, fences, signs, water features, lighting and related structures in conformance with established professional practices and safe working methods.
- Safely operates vehicles and landscape equipment around the public in the performance of routine and skilled labor in the field and facilities.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to the Park & Facility; cleans equipment.
- Follows and completes the District's daily, weekly and monthly cleaning schedule. These duties include:
  - Collects and bags all garbage from the center, placing the tied bags in a closed dumpster.
  - Disinfects and cleans garbage and trashcans, and changes bags daily.
  - Washes and sanitizes bathrooms' fixtures daily with germicidal solution.
  - Using germicidal solution, wet mops all washable floors daily including kitchen, bathroom, office and classroom.
  - Washes bathroom, kitchen, classroom and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.

- Using Auto scrubber on Gym Floor
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of an irrigation crew, including trenching, laying pipe, and backfilling.
- Maintains athletic fields including original layouts such as installation and leveling of surfaces; base positioning and installation; layout of all fields.
- Applies various pesticides, herbicides, fungicides and other related chemicals in park and recreation areas.
- Reports the following to the Park & Facility Maintenance Supervisor, or designated staff person:
  - Any violation of TVRPD ordinances, rules and regulations involving injuries/accidents, property damages, theft, repeated violations or incidents requiring law enforcement and/or emergency medical service response.
  - All other health and safety hazards noticed.
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in District safety and in-service trainings.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, landscape maintenance and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances and rules involved in maintenance and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including pneumatic, and hydraulic equipment; standards relating to the installation, location and required maintenance of plumbed and electrical features; properties of athletic field materials, construction materials, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installations, repair, maintenance and cleaning of District parks and facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment.
- Ability to perform semi-skilled and skilled maintenance, construction, repair work and landscape maintenance in the area of work assigned; perform heavy manual tasks in the absence of close supervision.
- Ability to learn and comprehend information from Procedures Manuals and established safety principles and practices.
- Ability to read and interpret basic maps, plans and diagrams and understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationship with employees, volunteers and other organizational agents.
- Ability to interact with customers and co-workers in a positive and courteous manner.
- Ability to present a positive image of the organization to members of the community.
- Commitment to providing outstanding customer service.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.

### *Personal Attributes*

- Minimum 18 years old.
- Communicate effectively.
- Adhere to TVRPD core values and principles.
- Self-motivated with ability to manage work with limited direct supervision.
- Exercise independent judgment and initiative with competent analytical and problem solving skills within established guidelines.
- Ability to operate effectively with park patrons; work in a flexible, adaptable, and resilient manner.
- Willingness to perform manual tasks requiring physical exertion.
- Demonstrate awareness and sensitivity to gender and diversity.

- Willingness to adapt and learn new skills/approaches.
- Understand, read, and follow instructions.

#### *Education, Training, & Experience*

- A. High school graduate or GED equivalent and,
- B. Any equivalent of education and experience

#### *Licenses and Certificates*

- Valid California Class C Driver's License along with a driving record acceptable to the District and the District's insurance carrier.
- First Aid/CPR certified or willingness to obtain in three (3) months.

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

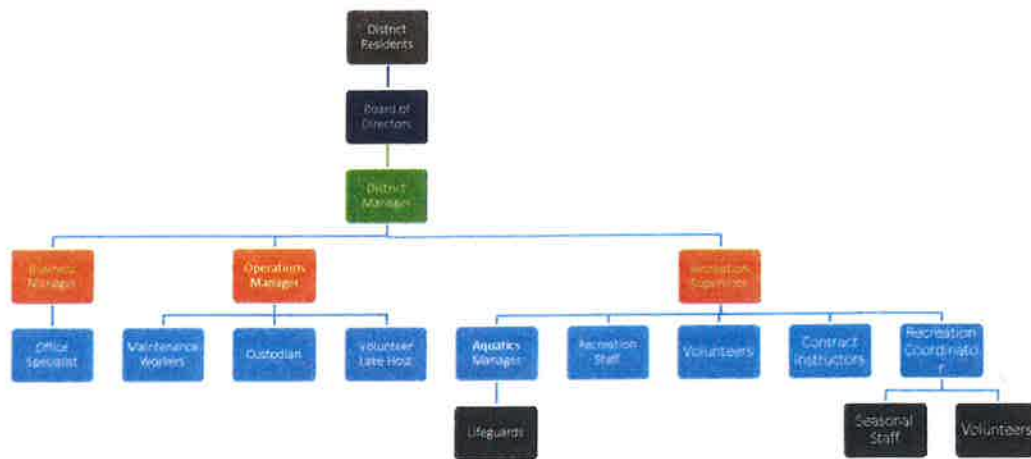
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/Cal OSHA regulations is required.
- Occasional exposure to dust, noise, and fumes, weather extremes and biological wastes.
- Required to work nights, weekends, holidays, and multiple shifts when needed.

### **COMPENSATION**

Hourly: Minimum Wage

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete six (6) months of satisfactory probation.



CLASS HISTORY  
 Adopted:  
 Revised: 01/09/19





# Tehachapi Valley

## Recreation & Park District

### CUSTODIAN JOB DESCRIPTION

#### SALARY RANGE

\$12,000 - \$33,000 Annually

**POSITION: CUSTODIAN**

**CATEGORY: PART-TIME**

**REPORTS TO: PARK & FACILITY MAINTENANCE SUPERVISOR**

**FLSA STATUS: NON-EXEMPT**

**SUPERVISES: N/A**

#### POSITION SUMMARY

Under the general supervision of the Park & Facility Maintenance Supervisor, the Custodian has the primary responsibility for cleaning District facilities in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules District-wide including, but not limited to, offices areas, classrooms, kitchen, bathrooms, storage areas and entrances. The custodian follows the cleaning schedule when the patrons are not in the center so no interference with recreational programming or events.

#### ESSENTIAL JOB FUNCTIONS

- Follows and completes the District's daily, weekly and monthly cleaning schedule. These duties include:
  - Collects and bags all garbage from the center, placing the tied bags in a closed dumpster.
  - Disinfects and cleans garbage and trashcans, and changes bags daily.
  - Washes and sanitizes bathrooms' fixtures daily with germicidal solution.
  - Using germicidal solution, wet mops all washable floors daily including kitchen, bathroom, office and classroom.
  - Washes bathroom, kitchen, classroom and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
  - Using Auto scrubber on Gym Floor
- Vacuums all carpeting daily.
- Sweeps and clears entrance spaces, daily.
- Dusts, washes and sanitizes other surfaces as specified in schedule.
- Performs other cleaning duties as specified in schedule.
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Changes light bulbs, as needed.
- Reports the following to the Park & Facility Maintenance Supervisor, or designated staff person:
  - Presence of animals, vermin or insects.
  - Need for cleaning supplies or equipment repair in advance.
  - Water leaks, and other maintenance needs.
  - All other health and safety hazards noticed.
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in District safety and in-service trainings.
- Performs other duties as specified in job description addendum or as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Experience in the custodial field.
- Knowledge of proper cleaning methods required.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.
- Knowledge and understanding of successful organization and execution of sanitary practices.
- Ability to prioritize multiple tasks.
- Ability to learn and comprehend information from Procedures Manuals and other materials.
- Ability to function successfully within a team environment.
- Commitment to providing outstanding customer service.
- Ability to interact with customers and co-workers in a positive and courteous manner.
- Ability to present a positive image of the organization to members of the community.
- Ability to pass a physical exam every two years and a TB test yearly.

### *Personal Attributes*

- Minimum 18 years old.
- Communicate effectively.
- Adhere to TVRPD core values and principles.
- Self-motivated with ability to manage work with limited direct supervision.
- Exercise independent judgment and initiative with competent analytical and problem solving skills within established guidelines.
- Ability to operate effectively under stress; work in a flexible, adaptable, and resilient manner.
- Willingness to perform manual tasks requiring physical exertion.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.
- Understand, read, and follow instructions.

### *Education, Training, & Experience*

- High school graduate or equivalent.
- Minimum of 12 months' custodial experience in public service settings or related facilities.

### *Licenses and Certificates*

- CPR and Red Cross First Aid certified or willingness to obtain in three (3) months
- Valid California driver's license; driving record must comply with District safety standards.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility,

patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

### **COMPENSATION**

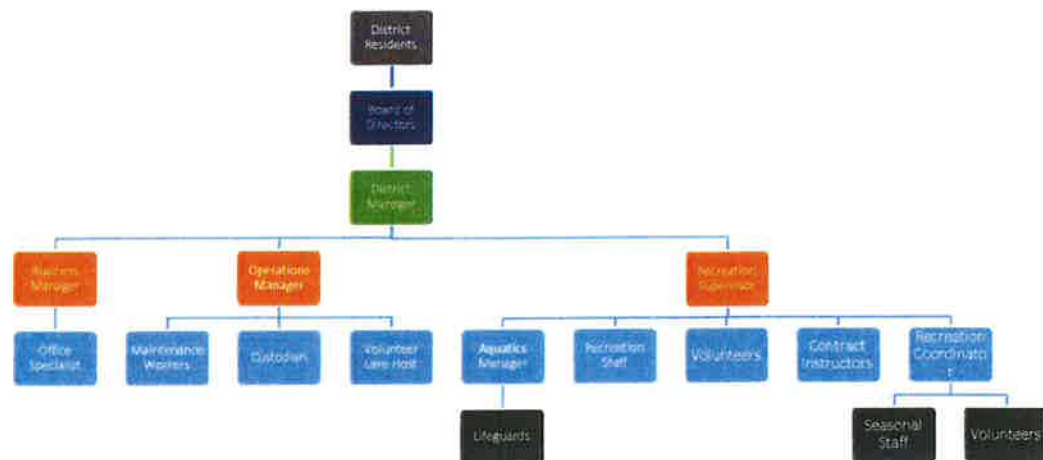
Hourly, commensurate with experience.

Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete twelve (12) months of satisfactory probation.

### **ORGANIZATIONAL RELATIONSHIP**



### **CLASS HISTORY:**

Adopted:

Revised: 01/09/19



## **Tehachapi Valley**

### **Recreation & Park District**

#### **2019 TVRPD BOARD MEETING SCHEDULE**

**Time: All meetings scheduled for 5:30pm unless otherwise posted**

**Location: TVRPD District Office 490 West D Street, Tehachapi, CA 93561**

1/15/19

2/19/19

3/19/19

4/16/19

5/21/19

6/18/19

7/16/19

8/20/19

9/17/19

10/15/19

11/19/19

12/17/19 (Cancelled)



201 N. Calle Cesar Chavez, Ste. 300 / Santa Barbara, CA 93103

Ph. (323) 484-5737

*Sent via email*

January 9, 2019  
Ms. Michelle Vance, District Manager  
Tehachapi Valley Recreation & Park District  
490 West D Street  
Tehachapi, CA 93561

**RE: MNS Engineers Fee Proposal  
Cultural, Community and Natural Resources Grant Project Scoping and Grant Application  
West Park Stormwater, Treescape, and ADA Enhancements**

Dear Ms. Vance,

Thank you for the opportunity to provide project scoping and grant writing services for the Cultural, Community and Natural Resources (CCNR) Grant Program. MNS Engineers seeks to assist the District with defining and refining the scope for a project at West Park to enhance stormwater capture, the treescape, and ADA access. The resulting projects scope will be used to prepare a grant application to submit on the District's behalf to the California Natural Resources Agency for a CCNR Grant.

Enclosed is our proposal to provide these services for a total fee of \$9,940. We look forward to working with the District and helping deliver a successful grant application.

Sincerely,

**MNS Engineers, Inc.**

Greg Jaquez, PE  
Principal Project Manager  
Government Services Division  
(323) 484-5737 DIRECT  
gjaquez@mnsengineers.com

Encl. [Project Scoping and Grant Writing Fee Proposal]

GAJ

<https://docs.livestreet.com/50161917926004/DOCUMENTS/TEHACHAPI/URBAN%20GREENING/URBAN%20GREENING%20PROJECT%20SCOPING%20AND%20GRANT%20APPLICATION%20FEE%20PROPOSAL%2013-17-17%20DOCX>

**mnsengineers.com**

TRANSPORTATION / WATER RESOURCES / GOVERNMENT SERVICES / FEDERAL



## **MNS ENGINEERS FEE PROPOSAL URBAN GREENING GRANT PROJECT SCOPING AND GRANT APPLICATION WEST PARK STORMWATER, TREESCAPE, AND ADA ENHANCEMENTS**

### **Project Understanding**

MNS Engineers (MNS) understands that the Tehachapi Valley Recreation and Park District (District) is seeking consultant support to develop a project scope and provide grant writing services for an enhancement project at West Park to be funded by a California Natural Resources Agency (CNRA) Urban Greening Grant.

### **Project Approach**

The MNS Project Manager (MNS PM) will work closely and efficiently with District staff, partner agency staff, CNRA staff, and the MNS subconsultant landscape architect to coordinate development of a well-defined project scope for purposes of preparing and submitting an CCNR Grant Application.

#### **Task 1.0 – Project Scoping Meeting and Scoping Development**

The MNS PM will coordinate with the District in the development of a project scope. The scope will be comprised of a narrative description of stormwater management, tree planting, and ADA improvements at various locations throughout West Park; aerial map representations of the project site; a table of approximate quantities of trees, landscaping appurtenances, and other materials estimated as a rough order of magnitude; and a project cost estimate including costs for professional services necessary for project delivery.

#### **TASK 1.0 DELIVERABLES**

- Project description narrative.
- Project material quantities rough order of magnitude estimate.
- Project cost estimate.

#### **Task 2.0 – One-page Concept Proposal**

The CCNR Grant application process recommends preparation and submittal of a one-page project concept proposal. The Concept Proposal will be prepared using information developed in Task 1.0. The summary will provide a condensed narrative description of the project, a photographic representation of proposed project improvements, and a project location map. The Concept Proposal will clearly identify the District as the applicant using logo, color scheme, and any other design elements as directed by the District staff. All elements of the one-page summary will collectively and sufficiently convey the description, purpose, and goals of the project as a whole to the satisfaction of District staff.

#### **TASK 2.0 DELIVERABLES**



- One-page Concept Proposal

#### Task 3.0 – Coordinated Communications with CNRA and District

As indicated by the CNRA staff, they are willing and open to being approached for assistance, guidance, and advice throughout the process of preparing the grant application. MNS will interact, as needed, with CNRA staff to clarify content requirements of the application and convey questions to the CNRA staff either posed by MNS or District staff.

#### **TASK 3.0 DELIVERABLES**

- Email reports to District staff on communications with CNRA staff.

#### Task 4.0 – Grant Application Preparation

MNS will prepare all contents of the Urban Greening grant application including the following seven (7) application components:

- Task 4.1 – Concept Proposal Form
- Task 4.2 – Project Summary
- Task 4.3 – Evaluation Questions
- Task 4.4 – Site Plan
- Task 4.5 – Photographs
- Task 4.6 – Cost Estimate
- Task 4.7 – Required Supporting Documentation

District staff will need to produce certain deliverables necessary to complete the grant application as part of Task 4.7 – Required Supporting Documentation.

#### **TASK 4.0 DELIVERABLES**

- Completed draft final grant application including deliverables produced by District staff.

#### Task 5.0 – Final Quality Assurance/Quality Control Review and Application Submittal

Throughout the development of the application components, the MNS PM will provide ongoing quality assurance/quality control (QA/QC) review of the grant writing deliverables. Upon completion and assemblage of the draft final grant application deliverable, the grant writing team will review the grant application and obtain the concurrence of District staff to submit the application to the CNRA via the System for Online Application Review (SOAR).

#### **TASK 5.0 DELIVERABLES**

- Final grant application submitted via SOAR.



## MNS Project Manager



**Mr. Greg Jaquez** is a Principal Project Manager with 32 years of experience specializing in transportation and water resources project management and planning. Before joining MNS in 2015, Mr. Jaquez was for many years employed by the Los Angeles County Department of Public Works. Mr. Jaquez's experience includes highway project management, bikeway program management, Caltrans coordination, railroad coordination, stormwater/watershed planning and management, legislative management, grant writing and management, and federal advocacy.





## Fee Proposal

MNS proposes to provide the aforementioned services for a total fee of \$9,940.

Tehachapi Recreation & Park District West Park Enhancements CCNR Project Scoping and Grant Writing		Project Manager	Senior Grant Writer	Administrative Assistant	Total Resource Hours	Total Resource Costs
Hours	Task	\$200	\$160	\$70		
Task 1.0 - Project Scoping Meeting and Scoping Development	Task 1.0					
1.0 - Project Scoping Meeting and Scoping Development	Task 1.0	6.0			6.0	\$1,200
Task 1.0 Subtotal	Task 1.0	6.0	0.0	0.0	6.0	\$1,200
Task 2.0 - One-page Concept Summary	Task 2.0					
2.0 - One-page Concept Summary	Task 2.0	1.0	6.0	2.0	9.0	\$1,300
Task 2.0 Subtotal	Task 2.0	1.0	6.0	2.0	9.0	\$1,300
Task 3.0 - Coordinated Communications with CHRA and District	Task 3.0					
3.0 - Coordinated Communications with CHRA and District	Task 3.0	2.0	4.0		6.0	\$1,040
Task 3.0 Subtotal	Task 3.0	2.0	4.0	0.0	6.0	\$1,040
Task 4.0 - Grant Application Preparation	Task 4.0					
Task 4.1 - Concept Proposal Form	Task 4.1					
4.1 - Concept Proposal Form	Task 4.1		1.0		1.0	\$160
Task 4.1 Subtotal	Task 4.1	0.0	1.0	0.0	1.0	\$160
Task 4.2 - Project Summary	Task 4.2					
4.2 - Project Summary	Task 4.2		3.0	2.0	5.0	\$620
Task 4.2 Subtotal	Task 4.2	0.0	3.0	2.0	5.0	\$620
Task 4.3 - Evaluation Questions	Task 4.3					
4.3 - Evaluation Questions	Task 4.3		8.0	4.0	12.0	\$1,560
Task 4.3 Subtotal	Task 4.3	0.0	8.0	4.0	12.0	\$1,560
Task 4.4 - Site Plan	Task 4.4					
4.4 - Site Plan	Task 4.4	2.0	1.0		3.0	\$580
Task 4.4 Subtotal	Task 4.4	2.0	1.0	0.0	3.0	\$580
Task 4.5 - Photographs	Task 4.5					
4.5 - Photographs	Task 4.5		2.0	1.0	3.0	\$390
Task 4.5 Subtotal	Task 4.5	0.0	2.0	1.0	3.0	\$390
Task 4.6 - Cost Estimate	Task 4.6					
4.6 - Cost Estimate	Task 4.6	2.0	1.0		3.0	\$580
Task 4.6 Subtotal	Task 4.6	2.0	1.0	0.0	3.0	\$580
Task 4.7 - Required Supporting Documentation	Task 4.7					
4.7 - Required Supporting Documentation	Task 4.7	1.0	8.0	4.0	13.0	\$1,760
Task 4.7 Subtotal	Task 4.7	1.0	8.0	4.0	13.0	\$1,760
Task 5.0 - Final QA/QC and Application Submittal	Task 5.0					
5.0 - Final QA/QC and Application Submittal	Task 5.0	2.0	2.0	1.0	5.0	\$790
Task 5.0 Subtotal	Task 5.0	2.0	2.0	1.0	5.0	\$790
<b>Total</b>	<b>Hours</b>	<b>16.0</b>	<b>36.0</b>	<b>14.0</b>	<b>66.0</b>	
	<b>Cost</b>	<b>\$3,200</b>	<b>\$5,760</b>	<b>\$980</b>		<b>\$9,940</b>