

**TEHACHAPI VALLEY  
RECREATION AND PARK DISTRICT**

**DUE TO COVID 19 AND TO COMPLY WITH SOCIAL DISTANCING GUIDELINES,  
THIS MEETING WILL BE HELD AT  
THE ASPEN BUILDERS INC. ACTIVITY CENTER LOCATED AT  
410 WEST D STREET, TEHACHAPI, CA 93561**

*(We strongly encourage the wearing of face masks. In addition seating will be six feet apart.)*

**REGULAR BOARD MEETING  
TUESDAY, APRIL 20, 2021, 5:30 P.M.**

**BOARD OF DIRECTORS**

IAN STEELE, CHAIRPERSON  
KALEB JUDY, VICE-CHAIRPERSON  
WES BACKES, DIRECTOR  
DWIGHT DREYER, DIRECTOR  
SANDY CHAVEZ, 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 March 16, 2021, (Pages 4-6).

**C.** Approval of the Preliminary Financial Reports for February 2021, (Pages -15).

**5. RECREATION MANAGER REPORT**

**6. OPERATIONS MANAGER REPORT**

**7. DISTRICT MANAGER REPORT**

**8. AGENDA ITEMS**

- A. Approval of Tehachapi Valley Recreation and Park District's 2021 Job Descriptions and Salary Schedule, (Pages 16-67).

**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 May 18, 2021.*



# 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 April 20, 2021, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, April 16, 2021, at 5:00 P.M. approximately:

- TVRPD, 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 16<sup>th</sup> day of April 2021.

Dated this 16<sup>th</sup> day of April 2021.

*Carrie Champlin*

Carrie Champlin

Clerk of the Board of Directors

**REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
TUESDAY, MARCH 16, 2021, 5:30 P.M.**

**Per the State of California Executive Order N-29-20, this meeting was held telephonically**

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

**BOARD MEMBERS**

Ian Steele, Chairperson  
Kaleb Judy, Vice-Chairperson  
Wes Backes, Director  
Sandy Chavez, Director  
Dwight Dreyer, Director

**1. FLAG SALUTE:** Corey Torres led the flag salute.

**2. ROLL CALL:** All present.

**3. PUBLIC COMMENTS:** None.

**4. CONSENT CALENDAR**

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

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.

**Dreyer - Judy: Ayes: Steele; Judy; Dreyer; Backes; Chavez**

**Noes: None. Motion carried.**

**Absent: None.**

**B. Approval of the Minutes from the Special Board Meeting held January 28, 2021.**

BOARD APPROVES THE MINUTES FROM THE SPECIAL BOARD MEETING HELD JANUARY 28, 2021.

**Dreyer - Judy: Ayes: Steele; Judy; Dreyer; Backes; Chavez**

**Noes: None. Motion carried.**

**Absent: None.**

**C. Approval of the Minutes from the Regular Board Meeting held February 16, 2021.**

BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD FEBRUARY 16, 2021.

**Dreyer - Judy: Ayes: Steele; Judy; Dreyer; Backes; Chavez**

**Noes: None. Motion carried.**

**Absent: None.**

- D. **Approval of the Preliminary Financial Reports for January, 2021.**  
BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS  
FOR JANUARY 2021.

**Dreyer - Judy: Ayes: Steele; Judy; Dreyer; Backes; Chavez**

**Noes: None. Motion carried.**

**Absent: None.**

- E. **Adopting the Updated Multi-Jurisdiction Hazard Mitigation Plan, Resolution #5-21.**  
BOARD ADOPTS THE UPDATED MULTI-JURISDICTION HAZARD  
MITIGATION PLAN, RESOLUTION #5-21.

**Dreyer - Judy: Ayes: Steele; Judy; Dreyer; Backes; Chavez**

**Noes: None. Motion carried.**

**Absent: None.**

## 5. RECREATION MANGER REPORT

Recreation Manager Ashley Krempien gave the report.

*Report on file*

## 6. OPERATIONS MANAGER REPORT

Operations Manager Bill Fisher gave the report.

*Report on file*

## 7. DISTRICT MANAGER REPORT

District Manager Torres gave the report.

*Report on file*

## 8. AGENDA ITEMS

- A. **Recognition and Appreciation of Brite Lake Camp Hosts David and Dorie Buckley.**  
TVRPD BOARD AND STAFF THANKED DAVID AND DORIE BUCKLEY FOR  
THEIR YEARS OF SERVICE WITH TVRPD.

- B. **Recognition and Appreciation TVRPD Maintenance Staff Member David  
Coopriider.**

TVRPD BOARD AND STAFF THANKED DAVID COOPRIDER FOR HIS YEARS  
OF SERVICE WITH TVRPD.

- C. **Agenda Item "C" was Tabled.**

- D. **Resolution of the Board of Directors of the Tehachapi Valley Recreation and Park  
District Addition of the "Out of District Fee" and Revising Policy Manual Chapter  
Nine Level of Service, Resolution #6-21.**

BOARD APPROVES RESOLUTION #6-21, ADDITION OF THE "OUT OF  
DISTRICT FEE" AND REVISING POLICY MANUAL CHAPTER NINE LEVEL OF  
SERVICE.

**Judy - Chavez: Ayes: Steele; Judy; Dreyer; Backes; Chavez**

**Noes: None. Motion carried.**

**Absent: None.**

**9. CLOSED SESSION**

- a. District Manager performance evaluation per GOVERNMENT CODE SECTION 54957 (b)(1).

**MOTION TO ADJOURN TO CLOSED SESSION AT 6:41 P.M.**

**Judy - Backes: Ayes: Steele; Judy; Dreyer; Chavez; Backes**  
**Noes: None. Motion carried.**  
**Absent: None.**

**MOTION TO RECONVENE FROM CLOSED SESSION AT 7:10 P.M.**

**Judy - Backes: Ayes: Steele; Judy; Dreyer; Chavez; Backes**  
**Noes: None. Motion carried.**  
**Absent: None.**

Report on Closed Session: Nothing to report.

- 10. BOARD OF DIRECTORS TIME:** The board thanked TVRPD staff and District Manager Torres for all their hard work.

**11. ADJOURNMENT**

Having no further business the meeting was adjourned at 7:14 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on April 20, 2021.

**Judy - Backes: Ayes: Steele; Judy; Dreyer; Backes; Chavez**  
**Noes: None. Motion carried.**  
**Absent: None.**

Respectfully Submitted,

*Carrie Champlin*

Clerk of the Board



# Tehachapi Valley Recreation and Park District

## Balance Sheet

As of February 28, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	1,001,578.58
1004 Check BOTS 4470	85,795.30
1005 County Treasury Capital Projects Fund	278,102.26
1006 County FMV	18,718.00
1007 Square Inc	1,823.65
1051 Change Fund	950.00
1100 Petty Cash Fund	400.00
<b>Total Bank Accounts</b>	<b>\$1,387,367.79</b>
Other Current Assets	
1092 Credit Card Receivables	-676.97
1210 Inventory Asset	3,763.84
<b>Total Other Current Assets</b>	<b>\$3,086.87</b>
<b>Total Current Assets</b>	<b>\$1,390,454.66</b>
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,073,531.76
1163 Equipment	1,202,057.05
1166 Furniture & Fixtures	27,502.88
1167 Machinery	48,662.24
1170 Accumulated Depreciation	-3,236,447.00
1180 Fleet Vehicles and Equipment	162,109.22
<b>Total Fixed Assets</b>	<b>\$1,984,542.43</b>
Other Assets	
1901 DOR-Pension Contributions	45,624.00
1903 DOR-Pension Related	70,912.00
<b>Total Other Assets</b>	<b>\$116,536.00</b>
<b>TOTAL ASSETS</b>	<b>\$3,491,533.09</b>



# Tehachapi Valley Recreation and Park District

Balance Sheet  
As of February 28, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	18,491.87
<b>Total Accounts Payable</b>	<b>\$18,491.87</b>
Credit Cards	
2010 Cardmember Services Payable	4,484.72
2014 Home Depot Payable	993.19
<b>Total Credit Cards</b>	<b>\$5,477.91</b>
Other Current Liabilities	
2024 Accrued Vacation, Sick, & Comp Time	60,134.72
2207 Sales tax payable	18.56
2208 Kern County Loan Payable	450,000.00
2210 Payroll Liabilities	6,862.19
2270 Refundable Deposits	5,500.00
<b>Total Other Current Liabilities</b>	<b>\$522,515.47</b>
<b>Total Current Liabilities</b>	<b>\$546,485.25</b>
Long-Term Liabilities	
2310 Loan Payable 2016	440,279.00
2900 Net Pension Liability	244,292.00
2902 DIR-Pension Related	46,365.00
<b>Total Long-Term Liabilities</b>	<b>\$730,936.00</b>
<b>Total Liabilities</b>	<b>\$1,277,421.25</b>
Equity	
3010 Net Investment In Capital Assets	1,393,544.85
3020 Restricted Funds	372,827.58
3110 Retained Earnings	333,481.78
Net Income	114,257.63
<b>Total Equity</b>	<b>\$2,214,111.84</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,491,533.09</b>





# Tehachapi Valley Recreation and Park District

## Profit and Loss

February 2021

	TOTAL		
	FEB 2021	JUL 2020 - FEB 2021 (YTD)	% OF INCOME
Income			
4010 Property Taxes	29,535.34	603,515.77	57.36 %
4020 Interest Income	1,154.60	5,440.40	2.24 %
4020.1 Interest Income Cap Proj Fund	695.03	2,141.37	1.35 %
4030 Adult Program Revenues		-4,318.50	
4050 Facility Revenue	16,223.00	123,857.16	31.50 %
4210 Events Revenues		20.00	
4213 Operational Grants		2,237.88	
4300 Youth Program Revenues	3,815.75	14,361.05	7.41 %
4610 Billable Expense Income		3,841.16	
4650 Discounts given		-260.00	
4704 Sales	70.00	70.00	0.14 %
<b>Total Income</b>	<b>\$51,493.72</b>	<b>\$750,906.29</b>	<b>100.00 %</b>
Cost of Goods Sold			
5004 Contracted Classes Costs	2,000.00	12,400.00	3.88 %
5005 Events Costs		2,223.32	
5008 Youth Program Costs	-1,000.00	1,366.35	-1.94 %
5110 Scholarship Fund Expense		117.30	
<b>Total Cost of Goods Sold</b>	<b>\$1,000.00</b>	<b>\$16,106.97</b>	<b>1.94 %</b>
GROSS PROFIT	<b>\$50,493.72</b>	<b>\$734,799.32</b>	<b>98.06 %</b>
Expenses			
6000 Employee Costs	47,092.94	447,825.03	91.45 %
7010 Advertising & Marketing	773.37	3,891.63	1.50 %
7020 Bank Service Charges	983.36	7,782.73	1.91 %
7030 Dues & Subscriptions	500.00	3,324.46	0.97 %
7035 Equipment Rents & Leases	619.19	2,253.26	1.20 %
7050 Insurance		49,311.00	
7056 Interest Expense		8,591.69	
7060 Licenses & Fees	114.00	6,570.78	0.22 %
7070 Maintenance	4,263.21	53,644.41	8.28 %
7084 Meals & Entertainment	8.70	3,083.60	0.02 %
7090 Office Supplies	405.13	11,548.29	0.79 %
7120 Professional Development		814.00	
7150 Professional Fees	4,197.50	41,649.74	8.15 %
7160 Safety Equipment		34.19	
7180 Security	224.95	2,258.60	0.44 %
7210 Telephone and Internet	1,847.89	9,952.49	3.59 %
7230 Uniforms & Apparel	213.18	1,895.82	0.41 %
7250 Utilities	5,652.62	49,452.97	10.98 %
<b>Total Expenses</b>	<b>\$66,896.04</b>	<b>\$703,884.69</b>	<b>129.91 %</b>
NET OPERATING INCOME	<b>\$ -16,402.32</b>	<b>\$30,914.63</b>	<b>-31.85 %</b>



# Tehachapi Valley Recreation and Park District

Profit and Loss

February 2021

	TOTAL		
	FEB 2021	JUL 2020 - FEB 2021 (YTD)	% OF INCOME
Other Income			
8040 TVRPD Development Fee Revenues	17,096.00	83,343.00	33.20 %
<b>Total Other Income</b>	<b>\$17,096.00</b>	<b>\$83,343.00</b>	<b>33.20 %</b>
NET OTHER INCOME	<b>\$17,096.00</b>	<b>\$83,343.00</b>	<b>33.20 %</b>
NET INCOME	<b>\$693.68</b>	<b>\$114,257.63</b>	<b>1.35 %</b>



# Tehachapi Valley Recreation and Park District

## Profit & Loss Prior Year Comparison

February 2021

	TOTAL			
	FEB 2021	FEB 2020 (PY)	CHANGE	% CHANGE
<b>Income</b>				
4010 Property Taxes	29,535.34	19,585.35	9,949.99	50.80 %
4020 Interest Income	1,154.60	669.76	484.84	72.39 %
4020,1 Interest Income Cap Proj Fund	695.03	306.72	388.31	126.60 %
4030 Adult Program Revenues		1,835.00	-1,835.00	-100.00 %
4050 Facility Revenue	16,223.00	17,671.00	-1,448.00	-8.19 %
4210 Events Revenues		295.00	-295.00	-100.00 %
4213 Operational Grants		11,500.00	-11,500.00	-100.00 %
4216 Scholarship Donations		15.00	-15.00	-100.00 %
4300 Youth Program Revenues	3,815.75	11,039.00	-7,223.25	-65.43 %
4650 Discounts given		-129.30	129.30	100.00 %
4704 Sales	70.00		70.00	
<b>Total Income</b>	<b>\$51,493.72</b>	<b>\$62,787.53</b>	<b>\$ -11,293.81</b>	<b>-17.99 %</b>
<b>Cost of Goods Sold</b>				
5004 Contracted Classes Costs	2,000.00	4,817.26	-2,817.26	-58.48 %
5005 Events Costs		767.09	-767.09	-100.00 %
5008 Youth Program Costs	-1,000.00	1,922.45	-2,922.45	-152.02 %
5110 Scholarship Fund Expense		-32.50	32.50	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$1,000.00</b>	<b>\$7,474.30</b>	<b>\$ -6,474.30</b>	<b>-86.62 %</b>
<b>GROSS PROFIT</b>	<b>\$50,493.72</b>	<b>\$55,313.23</b>	<b>\$ -4,819.51</b>	<b>-8.71 %</b>
<b>Expenses</b>				
6000 Employee Costs	47,092.94	52,757.96	-5,665.02	-10.74 %
7010 Advertising & Marketing	773.37	2,599.24	-1,825.87	-70.25 %
7020 Bank Service Charges	983.36	1,211.97	-228.61	-18.86 %
7030 Dues & Subscriptions	500.00	538.88	-38.88	-7.21 %
7035 Equipment Rents & Leases	619.19	724.18	-104.99	-14.50 %
7056 Interest Expense		7,872.53	-7,872.53	-100.00 %
7060 Licenses & Fees	114.00	569.56	-455.56	-79.98 %
7070 Maintenance	4,263.21	27,984.08	-23,720.87	-84.77 %
7084 Meals & Entertainment	8.70	68.35	-59.65	-87.27 %
7090 Office Supplies	405.13	2,211.77	-1,806.64	-81.68 %
7150 Professional Fees	4,197.50	4,213.86	-16.36	-0.39 %
7180 Security	224.95	224.95	0.00	0.00 %
7210 Telephone and Internet	1,847.89	1,054.41	793.48	75.25 %
7230 Uniforms & Apparel	213.18	325.37	-112.19	-34.48 %
7250 Utilities	5,652.62	2,076.62	3,576.00	172.20 %
<b>Total Expenses</b>	<b>\$66,896.04</b>	<b>\$104,433.73</b>	<b>\$ -37,537.69</b>	<b>-35.94 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -16,402.32</b>	<b>\$ -49,120.50</b>	<b>\$32,718.18</b>	<b>66.61 %</b>
<b>Other Income</b>				
8040 TVRPD Development Fee Revenues	17,096.00	4,274.00	12,822.00	300.00 %
<b>Total Other Income</b>	<b>\$17,096.00</b>	<b>\$4,274.00</b>	<b>\$12,822.00</b>	<b>300.00 %</b>



# Tehachapi Valley Recreation and Park District

Profit & Loss Prior Year Comparison

February 2021

	TOTAL			
	FEB 2021	FEB 2020 (PY)	CHANGE	% CHANGE
NET OTHER INCOME	\$17,096.00	\$4,274.00	\$12,822.00	300.00 %
NET INCOME	\$693.68	\$ -44,846.50	\$45,540.18	101.55 %



# Tehachapi Valley Recreation and Park District

## Statement of Cash Flows

February 2021

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	693.68
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	0.00
1092 Credit Card Receivables	-5.00
2000 Accounts Payable-General Fund	5,622.45
2010 Cardmember Services Payable	1,164.58
2014 Home Depot Payable	450.17
2200 Suspense	0.00
2211 Payroll Liabilities:CalPERS Payable	0.00
2231 Payroll Liabilities:Health Plan Payable	6,286.17
2241 Payroll Liabilities:AFLAC Payable	0.00
2250 Payroll Liabilities:Payroll Tax Liabilities	667.15
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>14,185.52</b>
<b>Net cash provided by operating activities</b>	<b>\$14,879.20</b>
<b>FINANCING ACTIVITIES</b>	
3010 Net Investment In Capital Assets	-17,791.03
3022 Restricted Funds:Capital Projects	17,791.03
<b>Net cash provided by financing activities</b>	<b>\$0.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$14,879.20</b>
Cash at beginning of period	1,372,488.59
<b>CASH AT END OF PERIOD</b>	<b>\$1,387,367.79</b>



# Tehachapi Valley Recreation and Park District

TVRPD Budget vs Actual 2020-2021

July 2020 - February 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Income</b>				
4010 Property Taxes	603,515.77	953,595.63	350,079.86	36.71 %
4020 Interest Income	5,440.40	10,551.82	5,111.42	48.44 %
4020.1 Interest Income Cap Proj Fund	2,141.37		-2,141.37	
4030 Adult Program Revenues	-4,318.50	41,360.00	45,678.50	110.44 %
4050 Facility Revenue	123,857.16	182,660.00	58,802.84	32.19 %
4210 Events Revenues	20.00	59,100.00	59,080.00	99.97 %
4213 Operational Grants	2,237.88	61,375.00	59,137.12	96.35 %
4300 Youth Program Revenues	14,361.05	372,470.00	358,108.95	96.14 %
4610 Billable Expense Income	3,841.16	18,050.00	14,208.84	78.72 %
4650 Discounts given	-260.00	-6,000.00	-5,740.00	95.67 %
4704 Sales	70.00	600.00	530.00	88.33 %
<b>Total Income</b>	<b>\$750,906.29</b>	<b>\$1,693,762.45</b>	<b>\$942,856.16</b>	<b>55.67 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs		5,940.00	5,940.00	100.00 %
5002 Fish Stocking		7,500.00	7,500.00	100.00 %
5004 Contracted Classes Costs	12,400.00	38,225.00	25,825.00	67.56 %
5005 Events Costs	2,223.32	73,025.00	70,801.68	96.96 %
5008 Youth Program Costs	1,366.35	65,650.00	64,283.65	97.92 %
5110 Scholarship Fund Expense	117.30	4,000.00	3,882.70	97.07 %
5704 Purchases for Resale		2,300.00	2,300.00	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$16,106.97</b>	<b>\$196,640.00</b>	<b>\$180,533.03</b>	<b>91.81 %</b>
<b>GROSS PROFIT</b>	<b>\$734,799.32</b>	<b>\$1,497,122.45</b>	<b>\$762,323.13</b>	<b>50.92 %</b>
<b>Expenses</b>				
6000 Employee Costs	447,825.03	990,700.00	542,874.97	54.80 %
7010 Advertising & Marketing	3,891.63	40,000.00	36,108.37	90.27 %
7020 Bank Service Charges	7,782.73	14,000.00	6,217.27	44.41 %
7026 Charitable Contribution		18,500.00	18,500.00	100.00 %
7030 Dues & Subscriptions	3,324.46	7,000.00	3,675.54	52.51 %
7035 Equipment Rents & Leases	2,253.26	4,300.00	2,046.74	47.60 %
7050 Insurance	49,311.00	35,500.00	-13,811.00	-38.90 %
7056 Interest Expense	8,591.69	18,000.00	9,408.31	52.27 %
7060 Licenses & Fees	6,570.78	21,000.00	14,429.22	68.71 %
7070 Maintenance	53,644.41	102,200.00	48,555.59	47.51 %
7084 Meals & Entertainment	3,083.60	4,000.00	916.40	22.91 %
7090 Office Supplies	11,548.29	14,000.00	2,451.71	17.51 %
7120 Professional Development	814.00	7,500.00	6,686.00	89.15 %
7150 Professional Fees	41,649.74	79,500.00	37,850.26	47.61 %
7160 Property Tax Collection Fee		14,000.00	14,000.00	100.00 %
7180 Safety Equipment	34.19	2,000.00	1,965.81	98.29 %
7180 Security	2,258.60	5,700.00	3,441.40	60.38 %
7210 Telephone and Internet	9,952.49	12,000.00	2,047.51	17.06 %



# Tehachapi Valley Recreation and Park District

TVRPD Budget vs Actual 2020-2021

July 2020 - February 2021

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
7230 Uniforms & Apparel	1,895.82	3,000.00	1,104.18	36.81 %
7250 Utilities	49,452.97	79,655.00	30,202.03	37.92 %
<b>Total Expenses</b>	<b>\$703,884.69</b>	<b>\$1,472,555.00</b>	<b>\$768,670.31</b>	<b>52.20 %</b>
NET OPERATING INCOME	<b>\$30,914.63</b>	<b>\$24,567.45</b>	<b>\$-6,347.18</b>	<b>-25.84 %</b>
Other Income				
8040 TVRPD Development Fee Revenues	83,343.00		-83,343.00	
<b>Total Other Income</b>	<b>\$83,343.00</b>	<b>\$0.00</b>	<b>\$-83,343.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$83,343.00</b>	<b>\$0.00</b>	<b>\$-83,343.00</b>	<b>0.00%</b>
NET INCOME	<b>\$114,257.63</b>	<b>\$24,567.45</b>	<b>\$-89,690.18</b>	<b>-365.08 %</b>



# Tehachapi Valley

## Recreation & Park District

### Brite Lake Specialist

#### SALARY RANGE

Minimum Wage - \$17.00 per hour

**POSITION: BRITE LAKE SPECIALIST**

**CATEGORY: PART-TIME**

**REPORTS TO: OFFICE SPECIALIST**

**FLSA STATUS: NON-EXEMPT**

#### POSITION SUMMARY

Under the general supervision of the Office Specialist, the Brite Lake Specialist performs a variety of services at the Brite Lake Campground facility, including, but not limited to the provision of customer service and vehicle compliance information, monitoring fee collection, campground and facility inspections, reservation taking, record keeping, light janitorial duties, and encouraging campground rules and regulations compliance.

#### ESSENTIAL FUNCTIONS

1. Provides positive public relations, customer information and assistance within the Brite Lake Campground and associated facilities:
  - Greet and assist visitors
  - Money Handling
  - Taking Reservations
  - Disseminate Brite Lake rules and regulations
  - Distribute campground/lake maps and brochures
  - Provide directions and facility information as requested by visitors
2. Follows and completes the District's light cleaning schedule as assigned by the Office Specialist:
  - Collection and removal of garbage bags and/or litter from campsite and lake areas
  - Disinfects and cleans trashcans, and changes bags as scheduled or needed
  - Washes and sanitizes bathrooms fixtures daily with germicidal solution
  - Sweeps and clears entrance spaces daily
  - Dusts, washes, and sanitizes other surfaces as specified in schedule.
  - Refills paper towel, tissue, toilet paper and hand soap in all dispensers
  - Performs other light maintenance duties as specified by the Business Manger
3. Reports the following to the Office Specialist, 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.
  - Presence of problematic animals, vermin, or insects.
  - Need for cleaning supplies or equipment repair in advance.
  - Water leaks, electrical issues, and other maintenance needs.
  - All other health and safety hazards noticed.



4. Participates in emergency drills and environmental safety activities, as requested.
  5. Attends and participates in District safety and in-service trainings.
  6. Performs other duties as specified in TVRPD volunteer addendum or as assigned.
- The above statements are intended to describe the general nature and level of volunteer services. 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*

1. Knowledge of proper campground organization, cataloging, cleaning and maintenance methods required, or willing to learn.
2. Effective oral and written communication skills commensurate with the responsibilities of the position are required.
3. Knowledge and understanding of successful organization and execution of sanitary practices.
4. Ability to prioritize multiple tasks.
5. Ability to learn and comprehend information from Procedures Manuals and other materials.
6. Ability to function successfully within a team environment.
7. Commitment to providing outstanding customer service.
8. Ability to interact with customers and co-workers in a positive and courteous manner.
9. Ability to present a positive image of the organization to members of the community.

### *Personal Attributes*

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

### *Education, Training, & Experience*

20. High school graduate or equivalent.

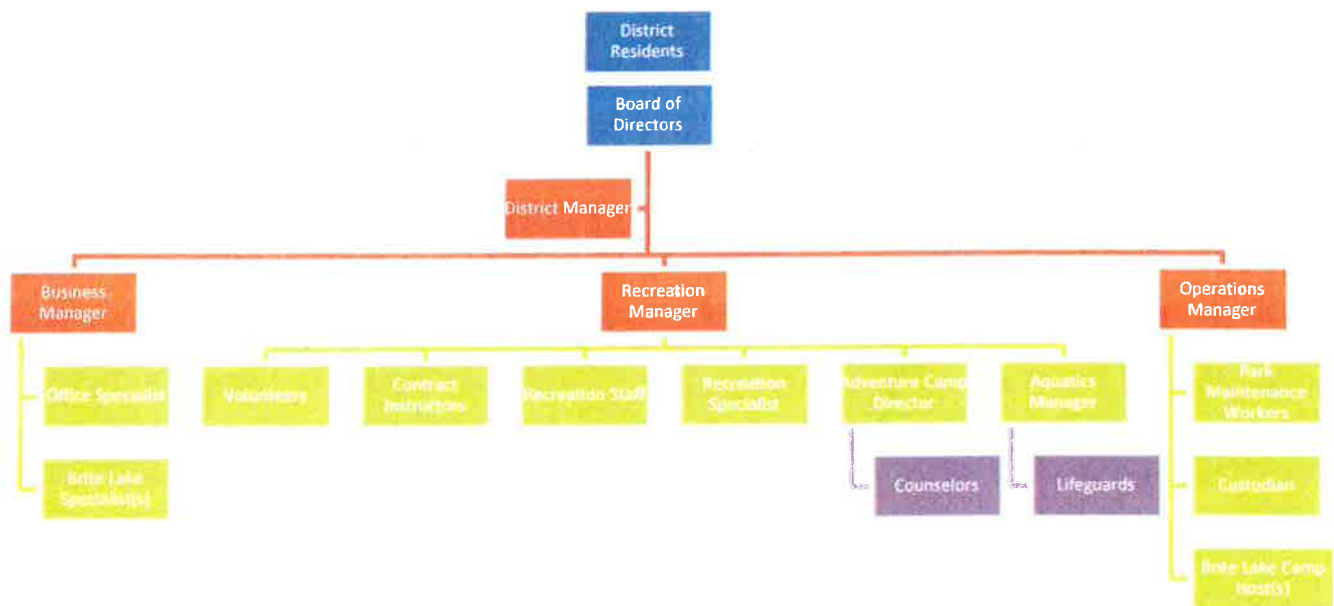
### *Licenses and Certificates*

21. Valid Driver's License: driving record must comply with District safety standards.
22. Personal vehicle insurance.
23. CPR certified or wiliness to obtain in three (3) months.
24. Red Cross First Aid certified or willingness to obtain in (3) months.

## PHYSICAL DEMANDS & WORKING CONDITIONS

1. Ability to lift 50 pounds.
2. 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.
3. Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.
1. 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.
2. Use of protective equipment per OSHA/Cal OSHA regulations is required.
1. Possible exposure to communicable diseases.

## ORGANIZATIONAL RELATIONSHIP



## CLASS HISTORY:

Adopted: 02/16/2021

Revised:



# Tehachapi Valley

## Recreation & Park District

### **BUSINESS MANAGER JOB DESCRIPTION**

#### **SALARY RANGE**

\$35,838 - \$80,000 Annually DOE

**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 at 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 assistance 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

### **CLASS HISTORY**

Adopted:

Revised: 04/2021



# Tehachapi Valley

## Recreation & Park District

### GYM SUPERVISOR/ EVENT STAFF JOB DESCRIPTION

#### SALARY RANGE

Minimum Wage - \$17.00 per hour

**POSITION: EVENT STAFF**  
**REPORTS TO: RECREATION MANAGER**

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

#### POSITION SUMMARY

Under the direction of the Recreation Manager, gym supervisor/ event staff 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 Manager

### **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**

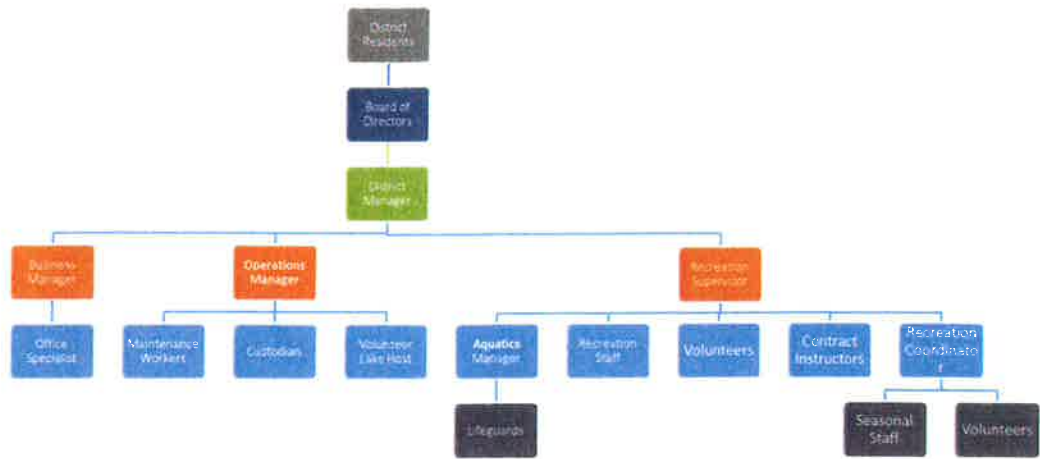
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor environment; and
  - Outdoor environmental 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 - \$17.00 per hour

Employment offer contingent on satisfactory SSCI Background check and DMV check.

### **ORGANIZATIONAL RELATIONSHIP**



**CLASS HISTORY:**

Adopted:

Revised: 01/09/19





# Tehachapi Valley

## Recreation & Park District

### MARKETING AND RECREATION SPECIALIST JOB DESCRIPTION

#### SALARY RANGE

Minimum-\$20.00 Per Hour DOE

**POSITION: MARKETING RECREATION SPECIALIST**  
**REPORTS TO: RECREATION MANAGER**  
**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 Manager the Marketing and Recreation Specialist 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 Manager.
- Handle all marketing, social media promotions and advertising for recreation programs and events.
- Network with business and community partners to establish sponsorship and funding for recreation programs and events.
- 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 formulization 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 inquires 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 all social media for TVRPD
- 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 Recreation Manager
- Perform special projects and other duties as assigned.

#### **MANDATORY QUALIFICATIONS**

1. Possess a Bachelor's degree in Recreation Administration, Sport Administration, Marketing or closely related field from a nationally accredited educational institution and/or experience coordinating sport leagues, special events, youth and adult programs, and marketing. 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**

Minimum wage - \$20.00 per hour DOE

Employment offer contingent on satisfactory DMV and SSCI background check

### **CLASS HISTORY:**

Adopted:

Revised: 02/2020



# Tehachapi Valley

## Recreation & Park District

### OPERATIONS MANAGER JOB DESCRIPTION

#### SALARY RANGE

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

**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 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 on satisfactory SSCI Background check and DMV check.

## **CLASS HISTORY:**

Adopted:

Revised: 02/2020



# Tehachapi Valley

## Recreation & Park District

### RECREATION MANAGER JOB DESCRIPTION

#### SALARY RANGE

\$54,000 - \$70,000 Annually DOE

**POSITION: RECREATION MANAGER**  
**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 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

Under general direction of the District Manager, the Recreation Manager 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 maywork 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;

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. Master's 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: DOE

Employment offer contingent on satisfactory SSCI Background check and DMV check.

### **CLASS HISTORY:**

Adopted:

Revised: 02/2020





# Tehachapi Valley

## Recreation & Park District

### ADVENTURE CAMP COUNSELOR JOB DESCRIPTION

#### SALARY RANGE

Minimum Wage - \$17.00 per hour DOE

**POSITION: ADVENTURE CAMP COUNSELOR**  
**REPORTS TO: ADVENTURE CAMP DIRECTOR**

**CATEGORY: SEASONAL**

**FLSA STATUS: NON-EXEMPT**

**SUPERVISES: N/A**

#### POSITION SUMMARY

Under the direct supervision of the Adventure Camp Director, the Adventure Camp Counselor is responsible for planning, leading, and implementing core and non-core programs and experiences for children in a group setting (up to 20 kids). They will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group. The incumbent will provide high quality outdoor educational and recreational experiences for participants.

#### ESSENTIAL RESPONSIBILITIES:

- Help write and implement a weekly schedule for your camp group.
- Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, opening and closing ceremonies, swimming, etc. This includes time spent on the bus.
- Identify and respond to camper behavioral issues.
- Ensure that the site is kept clean, organized, and free of litter.
- Communicate with parents about participant's experiences and report concerns to Camp Leadership.
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the camp program.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- Help guide Counselors in Training and Camp Volunteers to have a deeper understanding of leadership and counseling skills.
- If applicable, maintain constant surveillance of the pool area/body of water, know/review all emergency procedures and respond to emergency situations immediately.
- See camp specific addendum for program details.

#### QUALIFICATIONS:

- Upon hire, completion of TVRPD provided First Aid, CPR and AED training/certification.
- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field.
- Ability to lead, plan, organize, and implement program activities.

- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.

**Work Conditions:**

- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, swimming, team building initiatives, physical games, and activities.
- Must be capable of carrying loads of up to 90 pounds and able to traverse hilly and uneven terrain without undue exertion.
- Work in conditions that will create dirt and dust.
- Perform essential program support to camp activities and programs which may include, but not limited to the following activities: semi – reaching to full-reach overhead, crouching, kneeling, shoveling, working in narrow and/or confining spaces underground, overhead, and at ground level, twisting of the waist, shoulders, and legs, and lying on stomach and/or back.
- Must have the ability to physically manage and support children when needed for safety in general camp activities (child weighing 50 - 200 pounds).
- Ability to perform a variety of tasks outdoor in different climate.
- If applicable, hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility, with or without reasonable accommodation.
- If applicable, remain alert with no lapses of consciousness.
- If applicable, see and observe all sections of an assigned zone of responsibility, with or without reasonable accommodation.

**COMPENSATION**

Minimum Wage - \$17.00 DOE.

Employment offer contingent on SSCI background check and DMV check.

**CLASS HISTORY:**

Adopted:

Revised: 02/2020



# Tehachapi Valley

## Recreation & Park District

### CUSTODIAN JOB DESCRIPTION

#### SALARY RANGE

Minimum-\$20.00 hourly DOE

**POSITION: CUSTODIAN**  
**REPORTS TO: OPERATIONS MANAGER**  
**SUPERVISES: N/A**

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

#### POSITION SUMMARY

Under the general supervision of the Operations Manager, 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, office areas, classrooms, kitchens, 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 Operations Manager, 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 wiliness 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.

## **CLASS HISTORY:**

Adopted:

Revised: 02/2020





# Tehachapi Valley

## Recreation & Park District

### **GYM SUPERVISOR / EVENT STAFF JOB DESCRIPTION**

#### **SALARY RANGE**

Minimum Wage - \$17.00 per hour

**POSITION: GYM SUPERVISOR / EVENT STAFF**  
**REPORTS TO: RECREATION MANAGER**

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

#### **POSITION SUMMARY**

Under the direction of the Recreation Manager, gym supervisor / event staff 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 Manager

### **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.

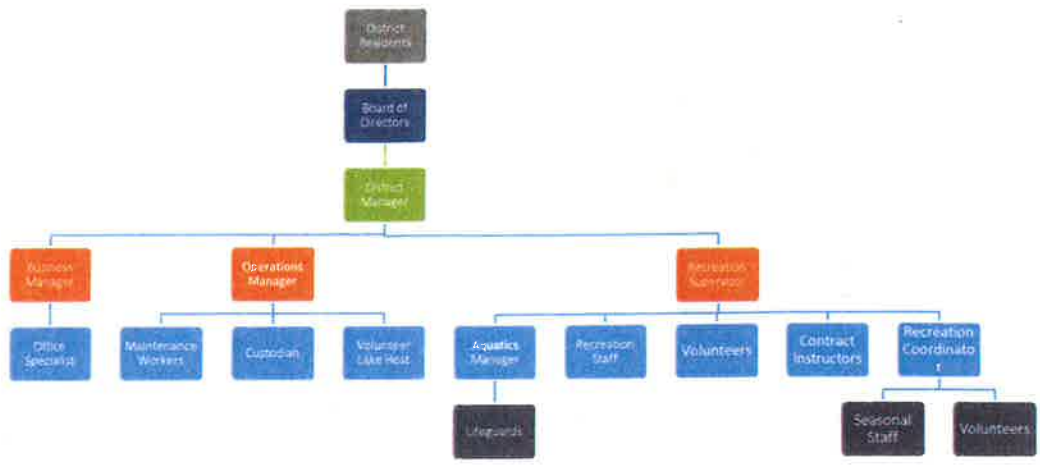
### **COMPENSATION**

Minimum Wage - \$17.00 per hour

Employment offer contingent on satisfactory SSCI Background check and DMV check.

### **ORGANIZATIONAL RELATIONSHIP**





**CLASS HISTORY:**

Adopted:

Revised: 01/09/19



# Tehachapi Valley

## Recreation & Park District

### OFFICE SPECIALIST II JOB DESCRIPTION

**SALARY RANGE**  
Minimum-\$17.00 DOE

**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 inquires 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 willness 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.

## **CLASS HISTORY**

Adopted:

Revised: 02/2020



# Tehachapi Valley

## Recreation & Park District

### **PARK MAINTENANCE WORKER (SEASONAL)**

#### **SALARY RANGE**

Minimum Wage-\$17.00 DOE

**POSITION: PARK MAINTENANCE WORKER**  
**REPORTS TO: OPERATIONS MANAGER**

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

#### **POSITION SUMMARY**

Under the general supervision of the Operations Manager, 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 Operations Manager, 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 willness 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-\$17.00 DOE

Employment offer contingent on satisfactory DMV and SSCI background check.

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

**CLASS HISTORY**

Adopted:

Revised: 02/2020



# Tehachapi Valley

## Recreation & Park District

### REFEREE JOB DESCRIPTION

#### SALARY RANGE

Minimum Wage - \$17.00 per game DOE

**POSITION: REFEREE/SCOREKEEPER**  
**REPORTS TO: RECREATION MANAGER**

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

#### POSITION SUMMARY

Under the direction of the Recreation Manager, 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-\$17.00 per hour DOE.

Employment offer contingent on satisfactory SSCI Background check and DMV check

### **CLASS HISTORY:**

Adopted:

Revised: 02/2020



# Tehachapi Valley

## Recreation & Park District

### Brite Lake Volunteer Camp Host

**POSITION: BRITE LAKE VOLUNTEER CAMP HOST**

**CATEGORY: VOLUNTEER**

**REPORTS TO: OPERATIONS MANAGER**

#### POSITION SUMMARY

Under the general supervision of the Operations Manager, the Camp Host performs a variety of volunteer services at the Brite Lake Campground facility, including, but not limited to the provision of customer service and vehicle compliance information, campground and facility inspections, light janitorial duties, and encouraging campground rules and regulations compliance. The Camp Host is a volunteer position with *an average of 25* hours weekly schedule. Camp Host agreements are issued for a minimum of six (6) months and not-to-exceed twelve (12) months, or as negotiated between parties.

#### ESSENTIAL FUNCTIONS

1. Provides positive public relations, customer information and assistance within the Brite Lake Campground and associated facilities:
  - Greet and assist visitors
  - Disseminate Brite Lake rules and regulations
  - Distribute campground/lake maps and brochures
  - Provide directions and facility information as requested by visitors
2. Follows and completes the District's light cleaning schedule as assigned by the Park and Facility Maintenance Supervisor to include:
  - Collection and removal of garbage bags and/or litter from campsite and lake areas
  - Disinfects and cleans trashcans, and changes bags as scheduled or needed
  - Washes and sanitizes bathrooms fixtures daily with germicidal solution
  - Sweeps and clears entrance spaces daily
  - Dusts, washes, and sanitizes other surfaces as specified in schedule.
  - Refills paper towel, tissue, toilet paper and hand soap in all dispensers
  - Performs other light maintenance duties as specified by the Park and Facility Maintenance Supervisor
3. Reports the following to the Park and 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.
  - Presence of problematic animals, vermin, or insects.
  - Need for cleaning supplies or equipment repair in advance.
  - Water leaks, electrical issues, and other maintenance needs.
  - All other health and safety hazards noticed.
4. Participates in emergency drills and environmental safety activities, as requested.
5. Performs other duties as specified in TVRPD volunteer addendum or as assigned.

*The above statements are intended to describe the general nature and level of volunteer services. 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*

1. Knowledge of proper campground organization, cataloging, cleaning and maintenance methods required, or willing to learn.
2. Effective oral and written communication skills commensurate with the responsibilities of the position are required.
3. Knowledge and understanding of successful organization and execution of sanitary practices.
4. Ability to prioritize multiple tasks.
5. Ability to learn and comprehend information from Procedures Manuals and other materials.
6. Ability to function successfully within a team environment.
7. Commitment to providing outstanding customer service.
8. Ability to interact with customers and co-workers in a positive and courteous manner.
9. Ability to present a positive image of the organization to members of the community.

### *Personal Attributes*

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

### *Education, Training, & Experience*

20. Prefer High school graduate or equivalent.
21. Previous Camp Host experience highly desirable.

### *Licenses and Certificates*

22. Valid Driver's License: driving record must comply with District safety standards.
23. Personal vehicle insurance.
24. CPR certified or wiliness to obtain in three (3) months.
25. Red Cross First Aid certified or willingness to obtain in (3) months.

**PHYSICAL DEMANDS & WORKING CONDITIONS**

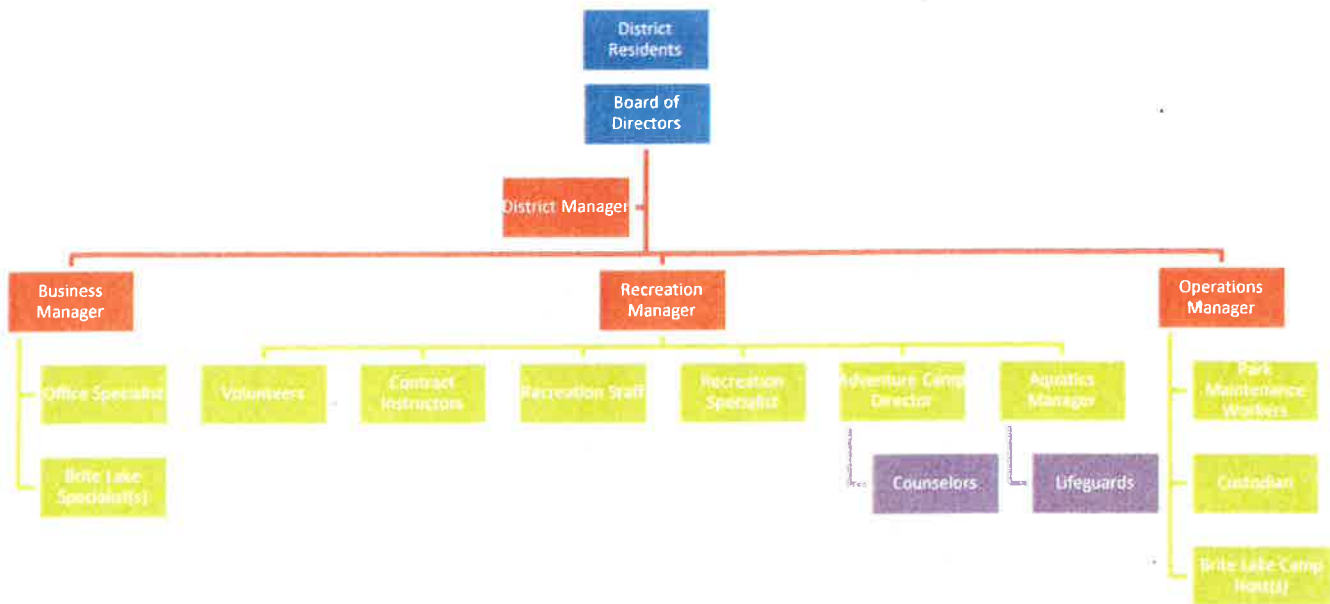
1. Ability to lift 50 pounds.
2. Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
3. Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.
1. 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.
2. Use of protective equipment per OSHA/Cal OSHA regulations is required.
1. Possible exposure to communicable diseases.

**ADDITIONAL INFORMATION**

Volunteer Camp Host must utilize the TVRPD Camp Host RV site, to include electrical, propane, water, and sewer hook-up.

Volunteer status is contingent on satisfactory DMV and DOJ background check, including fingerprinting.

**ORGANIZATIONAL RELATIONSHIP**



**CLASS HISTORY:**

Adopted: 01/7/2014

Revised: 02/16/2021



# Tehachapi Valley

## Recreation & Park District

### AQUATIC MANAGER JOB DESCRIPTION

#### SALARY RANGE

Minimum - \$17.00 per hour DOE

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

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

#### POSITION SUMMARY

Under the direct supervision of the Recreation Manager, 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**

Minimum - \$17.00 per hour DOE.

Employment offer contingent on satisfactory SSCI Background check and DMV check.

**CLASS HISTORY:**

Adopted:

Revised: 02/2020



# 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 on satisfactory SSCI Background check and DMV check.

### **CLASS HISTORY:**

Adopted:

Revised: 02/2020



# Tehachapi Valley

## Recreation & Park District

### LIFEGUARD/HEAD LIFEGUARD JOB DESCRIPTION

#### SALARY RANGE

Minimum Wage - \$17.00 per hour DOE

**POSITION: LIFEGUARD/HEAD LIFEGUARD**

**CATEGORY: SEASONAL**

**REPORTS TO: RECREATION Manager and/or AQUATICS MANAGER**

**FLSA STATUS: NON-EXEMPT**

**SUPERVISES: N/A**

#### POSITION SUMMARY

Under the direct supervision of the Recreation Manager 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 - \$17.00 DOE.

Employment offer contingent on satisfactory SSCI Background check and DMV check.

### **CLASS HISTORY:**

Adopted:

Revised: 02/2020



# Tehachapi Valley

## Recreation & Park District

### OFFICE SPECIALIST I JOB DESCRIPTION

#### SALARY RANGE

Hourly: Minimum Wage – \$16.00 DOE

**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 inquires 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 willness 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.

**CLASS HISTORY**

Adopted:

Revised: 2/2020





# Tehachapi Valley

## Recreation & Park District

### **PARK MAINTENANCE WORKER**

**SALARY RANGE**  
Minimum-\$20.00 DOE

**POSITION: PARK MAINTENANCE WORKER**  
**REPORTS TO: OPERATIONS MANAGER**

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

#### **POSITION SUMMARY**

Under the general supervision of the Operations Manager, 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 Operations Manager, 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 wiliness 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.

**CLASS HISTORY**

Adopted:

Revised: 02/2020