



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

**REGULAR BOARD MEETING
TUESDAY, FEBRUARY 18, 2020, 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 January 21, 2020, (Pages 4-5)
- C. Approval of the Preliminary Financial Reports for December 2019 (Pages 6-15).

- D. Approval of Tehachapi Valley Recreation and Park District's 2020 Job Descriptions and Salary Schedule, (Page 16-57).

5. RECREATION SUPERVISOR REPORT

6. OPERATIONS MANAGER REPORT

7. DISTRICT MANAGER REPORT

8. AGENDA ITEMS

- A. Brite Lake Payment Arm Presentation, Discussion/Approval (Pages 58-59).
- B. Appointment of a Dye Natatorium Ad Hoc Committee – Discussion/Appointment.

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 March 17, 2020.



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 February 18, 2020, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, February 14, 2020, at 5:30 P.M. approximately:

- TVRPD District Office, 490 West D Street, Tehachapi, California 93561
- The TVRPD Web site at www.tvrpd.org

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 14th day of February 2020.

Dated this 14th day of February 2020.

Carrie Champlin
Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JANUARY 21, 2020, 5:30 P.M.**

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

BOARD MEMBERS

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

1. FLAG SALUTE: Bill Fisher led the flag salute.

2. ROLL CALL: All present.

3. PUBLIC COMMENTS: Three members of the public spoke.

4. CONSENT CALENDAR

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

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

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

Noes: None. Motion carried.

Absent: None.

B. Approval of Minutes from the Regular Board Meetings held September 17, 2019, and November 19, 2019.

BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETINGS HELD ON SEPTEMBER 17, 2019, AND NOVEMBER 19, 2019.

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

Noes: None. Motion carried.

Absent: None.

C. Approval of the Preliminary Financial Reports for October and November, 2019.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR OCTOBER AND NOVEMBER 2019.

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

Noes: None. Motion carried.

Absent: None.

5. RECREATION SUPERVISOR REPORT

Interim Recreation Supervisor Ashley Krempien gave the report.

- 56 teams in Youth Basketball program.
- Presented the spring program brochure.
- GranFondo registration opens March 1st.

- Met with TUSD.
- Parents Night Out will be in February.

6. OPERATIONS MANAGER REPORT

Operations Manager Bill Fisher gave the report.

- Fisher reported on the damage from the snow storm. Lots of tree damage and one batting cage was destroyed. Several trees will need to be removed due to the extent of the damage.

7. DISTRICT MANAGER REPORT

Interim District Manager Torres gave the report.

- Gym Floor update: Moisture barrier failed. Concrete core testing will be the next step.
- Torres gave a Proposition 68 grant update.

8. AGENDA ITEMS

CLOSED SESSION

- Personnel: – Government Code Section 54957 (b)
Consider/Discuss the Appointment of a Public Employee: District Manager

MOTION TO ADJOURN TO CLOSED SESSION AT 6:01 P.M.

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

Noes: None. Motion carried.

Absent: None.

MOTION TO RECONVENE FROM CLOSED SESSION AT 6:27 P.M.

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

Noes: None. Motion carried.

Absent: None.

Report on Closed Session: The board voted unanimously to hire Corey Torres as the TVRPD District Manager.

- 9. BOARD OF DIRECTORS TIME:** The board congratulated Corey Torres on being the new TVRPD District Manager. The board welcomed new director Sandy Chavez.

10. ADJOURNMENT

Having no further business the meeting was adjourned at 6:30 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on February 18, 2020.

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

Noes: None. Motion carried.

Absent: None.

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board



Tehachapi Valley Recreation and Park District

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	1,087,132.12
1004 Check BOTS 4470	79,477.36
1005 County Treasury Capital Projects Fund	165,242.62
1006 County FMV	4,396.00
1007 Square Inc	124.28
1051 Change Fund	950.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	\$1,337,722.38
Accounts Receivable	
1200 Accounts Receivable	12,460.84
Total Accounts Receivable	\$12,460.84
Other Current Assets	
1092 Credit Card Receivables	5,500.50
1210 Inventory Asset	3,724.99
Total Other Current Assets	\$9,225.49
Total Current Assets	\$1,359,408.71
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,058,111.76
1163 Equipment	1,151,421.01
1163.1 Equipment Not Placed In Service	869.91
1166 Furniture & Fixtures	27,502.88
1167 Machinery	48,662.24
1170 Accumulated Depreciation	-3,042,611.00
1180 Fleet Vehicles and Equipment	162,109.22
Total Fixed Assets	\$2,113,192.30
Other Assets	
1901 DOR-Pension Contributions	39,457.00
1903 DOR-Pension Related	81,797.00
Total Other Assets	\$121,254.00
TOTAL ASSETS	\$3,593,855.01
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable General Fund	-9,830.41
Total Accounts Payable	\$ -9,830.41
Credit Cards	

	TOTAL
2010 Cardmember Services Payable	8,686.17
2014 Home Depot Payable	1,684.04
Total Credit Cards	\$10,370.21
Other Current Liabilities	
2024 Accrued Vacation, Sick, & Comp Time	38,277.73
2207 Sales tax payable	182.35
2208 Kern County Loan Payable	450,000.00
2210 Payroll Liabilities	5,960.80
Total Other Current Liabilities	\$494,420.88
Total Current Liabilities	\$494,960.68
Long-Term Liabilities	
2310 Loan Payable 2016	492,033.00
2900 Net Pension Liability	207,297.00
2902 DIR-Pension Related	42,742.00
Total Long-Term Liabilities	\$742,072.00
Total Liabilities	\$1,237,032.68
Equity	
3010 Net Investment in Capital Assets	1,571,959.81
3020 Restricted Funds	298,402.25
3110 Retained Earnings	323,230.84
Net Income	163,229.45
Total Equity	\$2,356,822.35
TOTAL LIABILITIES AND EQUITY	\$3,593,855.01



Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

December 2019

	DEC 2019	TOTAL JUL - DEC, 2019 (YTD)	% OF INCOME
Income			
4010 Property Taxes	409,158.83	522,108.41	95.87 %
4020 Interest Income	143.37	4,477.02	0.00 %
4020.1 Interest Income Cap Proj Fund		1,057.03	
4030 Adult Program Revenues	266.00	16,866.00	0.06 %
4050 Facility Revenue	5,701.00	94,357.00	1.34 %
4210 Events Revenues	113.00	72,136.30	0.14 %
4213 Operational Grants	1,700.00	10,050.00	1.17 %
4216 Scholarship Donations		108.00	
4300 Youth Program Revenues	6,037.75	102,405.75	1.41 %
4610 Billable Expense Income		8,647.34	
4650 Discounts given	30.00	-2,778.45	-0.01 %
4704 Sales		2,952.51	
Total Income	\$426,981.45	\$832,386.91	100.00 %
Cost of Goods Sold			
5001 Adult Program Costs		7,538.33	
5004 Contracted Classes Costs	3,792.00	16,890.14	0.89 %
5005 Events Costs	3,830.32	83,900.85	0.83 %
5008 Youth Program Costs	284.00	1,229.03	0.06 %
5110 Scholarship Fund Expense	111.00	870.00	0.03 %
5704 Purchases for Resale		1,383.20	
Total Cost of Goods Sold	\$7,700.00	\$117,811.55	1.80 %
GROSS PROFIT	\$419,281.45	\$714,575.36	98.20 %
Expenses			
6000 Employee Costs	44,105.83	382,850.04	10.33 %
7010 Advertising & Marketing	113,386	19,633.56	0.27 %
7020 Bank Service Charges	1126.56	7,909.40	0.26 %
7026 Charitable Contribution		18,300.00	
7030 Dues & Subscriptions		3,925.65	
7035 Equipment Rents & Leases		2,072.78	
7050 Insurance	3,711.18	10,778.50	0.63 %
7056 Interest Expense		1,356.65	
7060 Licenses & Fees	1,847.79	9,895.69	0.43 %
7070 Maintenance	4,079.93	32,222.13	0.96 %
7084 Meals & Entertainment	347.78	3,312.60	0.22 %
7090 Office Supplies	1,513.22	5,447.27	0.15 %
7150 Professional Fees	1,169.00	31,630.15	0.73 %
7180 Security	234.95	1,458.25	0.05 %
7210 Telephone and Internet	6,184.00	18,311.22	1.06 %
7230 Uniforms & Apparel	97.14	1,688.26	0.02 %
7250 Utilities	6,287.07	43,382.58	1.24 %
Total Expenses	\$66,339.11	\$587,674.73	15.54 %

		TOTAL	
	DEC. 2019	JUL - DEC. 2019 YTD:	% OF INCOME
NET OPERATING INCOME	\$352,242.34	\$126,900.63	32.66 %
Other Income			
8040 TVRPD Development Fee Revenues	\$36,329.00	\$36,329.00	2.00 %
Total Other Income	\$36,329.00	\$36,329.00	2.00 %
NET OTHER INCOME	\$36,329.00	\$36,329.00	2.00 %
NET INCOME	\$388,571.34	\$163,229.63	44.66 %



Tehachapi Valley Recreation and Park District

PROFIT & LOSS PRIOR YEAR COMPARISON

July - December 2019

	JUL - DEC 2019	TOTAL JUL - DEC 2018 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	522,108.00	469,877.78	52,230.63	11.12 %
4020 Interest Income	4,400.00	112.84	4,589.86	4,067.58 %
4020,1 Interest Income Cap Proj Fund	1,167.00	346.94	710.09	204.67 %
4030 Adult Program Revenues	16,866.00	17,420.65	-554.65	-3.18 %
4050 Facility Revenue	94,357.00	82,426.38	11,930.62	14.47 %
4200 Contracted Classes Revenues		19,143.50	-19,143.50	-100.00 %
4210 Events Revenues	72,136.00	89,558.34	-17,422.04	-19.45 %
4213 Operational Grants	10,160.00	1,804.00	8,246.00	457.10 %
4216 Scholarship Donations	1,181.00	73.00	35.00	47.95 %
4300 Youth Program Revenues	102,405.00	71,511.55	30,894.20	43.20 %
4610 Billable Expense Income	8,647.04	7,174.06	1,473.28	20.54 %
4650 Discounts given	2,178.00	3,037.00	258.55	8.51 %
4690 Other Income		200.00	-200.00	-100.00 %
4704 Sales	2,802.00	215.76	2,736.75	1,268.42 %
Total Income	\$832,386.91	\$756,602.12	\$75,784.79	10.02 %
Cost of Goods Sold				
5001 Adult Program Costs	7,538.00	3,872.89	3,665.44	94.64 %
5004 Contracted Classes Costs	16,800.00	18,029.86	-1,139.72	-6.32 %
5005 Events Costs	83,300.00	105,401.12	-21,506.27	-20.40 %
5008 Youth Program Costs	7,125.00	16,094.32	-8,865.29	-55.08 %
5110 Scholarship Fund Expense	2,700.00	2,241.50	-1,371.50	-61.19 %
5704 Purchases for Resale	1,383.20	2,451.09	-1,067.89	-43.57 %
Total Cost of Goods Sold	\$117,811.56	\$148,096.78	\$ -30,285.23	-20.45 %
GROSS PROFIT	\$714,575.36	\$608,505.34	\$106,070.02	17.43 %
Expenses				
6000 Employee Costs	382,650.34	371,339.08	11,510.96	3.10 %
7010 Advertising & Marketing	19,617.05	22,777.26	-3,143.70	-13.80 %
7020 Bank Service Charges	7,909.40	7,700.62	208.78	2.71 %
7025 Cash Short/Over		10.00	10.00	100.00 %
7026 Charitable Contribution	18,140.00	16,700.00	1,600.00	9.58 %
7030 Dues & Subscriptions	3,325.61	3,786.44	139.21	3.68 %
7035 Equipment Rents & Leases	2,542.16	1,999.29	73.49	3.68 %
7050 Insurance	16,076.50	13,817.99	2,960.51	21.43 %
7056 Interest Expense	1,912.00	9,846.75	-8,490.10	-86.22 %
7060 Licenses & Fees	3,405.00	3,961.92	-66.23	-0.66 %
7070 Maintenance	32,222.00	38,504.30	-6,282.17	-16.32 %
7084 Meals & Entertainment	3,512.00	1,885.53	1,427.07	75.69 %
7090 Office Supplies	5,111.00	5,512.81	-65.54	-1.19 %
7120 Professional Development	0.00	360.00	-360.00	-100.00 %
7150 Professional Fees	31,670.00	73,516.91	-41,886.76	-56.98 %
7180 Security	14,080.00	2,641.14	11,438.89	44.70 %

	TOTAL			
	JUL. DEC. 2015	JUL. DEC. 2015 (PY)	CHANGE	% CHANGE
7210 Telephone and Internet	5,811.22	6,097.76	-286.54	-4.70 %
7230 Uniforms & Apparel	1,008.43	1,008.43	679.83	67.41 %
7250 Utilities	43,587.61	43,587.61	-205.03	-0.47 %
Total Expenses	\$597,674.74	\$631,053.84	\$ -43,379.11	-6.87 %
NET OPERATING INCOME	\$126,400.63	\$ -22,548.50	\$149,449.13	662.79 %
Other Income				
8040 TVRPD Development Fee Revenues	59,829.00	59,829.00	-23,500.00	-39.28 %
Total Other Income	\$59,829.00	\$59,829.00	\$ -23,500.00	-39.28 %
NET OTHER INCOME	\$59,829.00	\$59,829.00	\$ -23,500.00	-39.28 %
NET INCOME	\$186,229.63	\$37,280.50	\$125,949.13	337.84 %



Tehachapi Valley Recreation and Park District

STATEMENT OF CASH FLOWS

December 2019

	TOTAL
OPERATING ACTIVITIES	
Net Income	361,490.34
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	15,143.80
1070 Prepaid Expenses	2,711.16
1092 Credit Card Receivables	-107.00
2000 Accounts Payable-General Fund	-43,056.48
2010 Cardmember Services Payable	-1,754.27
2014 Home Depot Payable	1,164.03
2200 Suspense	0.00
2211 Payroll Liabilities:CalPERS Payable	-44.47
2231 Payroll Liabilities:Health Plan Payable	4,779.54
2241 Payroll Liabilities:AFLAC Payable	-118.38
2250 Payroll Liabilities:Payroll Tax Liabilities	207.52
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-21,074.55
Net cash provided by operating activities	\$340,415.79
INVESTING ACTIVITIES	
1163 Equipment	-632.52
Net cash provided by investing activities	\$ -632.52
FINANCING ACTIVITIES	
3010 Net Investment In Capital Assets	-8,548.00
3022 Restricted Funds:Capital Projects	8,548.00
Net cash provided by financing activities	\$0.00
NET CASH INCREASE FOR PERIOD	\$339,783.27
Cash at beginning of period	997,939.11
CASH AT END OF PERIOD	\$1,337,722.38

Tehachapi Valley Recreation and Park District

TVRPD BUDGET VS. ACTUALS 2019/2020

July - December, 2019

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	522,108.41	901,350.00	379,241.59	42.07 %
4020 Interest Income	4,477.02	5,000.00	522.98	10.46 %
4020.1 Interest Income Cap Proj Fund	1,057.03		-1,057.03	
4030 Adult Program Revenues	16,866.00	36,610.00	19,744.00	53.93 %
4050 Facility Revenue	94,357.00	174,437.00	80,080.00	45.91 %
4210 Events Revenues	72,136.30	99,290.00	27,153.70	27.35 %
4213 Operational Grants	10,050.00	111,500.00	101,450.00	90.99 %
4216 Scholarship Donations	108.00		-108.00	
4300 Youth Program Revenues	102,405.75	223,453.00	121,047.25	54.17 %
4610 Billable Expense Income	8,647.34	18,050.00	9,402.66	52.09 %
4650 Discounts given	-2,778.45	-6,000.00	-3,221.55	53.69 %
4704 Sales				
4701 Beer Sales-Taxable	83.92		-83.92	
4703 Food Sales-Taxable	23.32	240.00	216.68	90.28 %
4705 Food Sales Non Taxable	287.45	735.00	447.55	60.89 %
4707 Merchandise Sales-Taxable	2,356.18		-2,356.18	
4709 Soda Sales-Taxable	201.64	100.00	-101.64	-101.64 %
Total 4704 Sales	2,952.51	1,075.00	-1,877.51	-174.65 %
Total Income	\$832,386.91	\$1,564,765.00	\$732,378.09	46.80 %
Cost of Goods Sold				
5001 Adult Program Costs	7,538.33	6,800.00	-738.33	-10.86 %
5002 Fish Stocking		10,000.00	10,000.00	100.00 %
5004 Contracted Classes Costs	16,890.14	38,765.00	21,874.86	56.43 %
5005 Events Costs	83,900.85	116,058.00	32,157.15	27.71 %
5008 Youth Program Costs	7,229.03	73,900.00	66,670.97	90.22 %
5110 Scholarship Fund Expense				
5115 Chavez Scholarship Fund	633.00	2,000.00	1,367.00	68.35 %
5117 Walter Dye Scholarship Fund	237.00	2,000.00	1,763.00	88.15 %
Total 5110 Scholarship Fund Expense	870.00	4,000.00	3,130.00	78.25 %
5704 Purchases for Resale				
5701 Beer Purchases	1,185.00	2,300.00	1,115.00	48.48 %
5703 Food Purchases	198.20	400.00	201.80	50.45 %
5709 Soda Purchases		200.00	200.00	100.00 %
Total 5704 Purchases for Resale	1,383.20	2,900.00	1,516.80	52.30 %
Total Cost of Goods Sold	\$117,811.55	\$252,423.00	\$134,611.45	53.33 %
GROSS PROFIT	\$714,575.36	\$1,312,342.00	\$597,766.64	45.55 %
Expenses				
6000 Employee Costs				
6010 Wages & Salaries	267,155.08	566,750.00	299,594.92	52.86 %
6020 Employee Taxable Allowances	4,501.10	9,200.00	4,698.90	51.08 %
6050 Benefits				

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6051 Employee MedDentalVisLife	35,410.12	45,000.00	9,589.88	21.31 %
6055 Employee Retirement CalPERS	16,677.32	42,000.00	25,322.68	60.29 %
6056 CalPERS Unfunded Liability Valuation	16,617.00	13,064.00	-3,553.00	-27.20 %
6058 Employer Taxes	23,015.92	54,000.00	30,984.08	57.38 %
6060 Reimbursed Employee Expenses		1,000.00	1,000.00	100.00 %
6070 Vacation, Sick, & Admin Leave		1,500.00	1,500.00	100.00 %
6090 Worker's Compensation Insurance	19,475.50	40,000.00	20,524.50	51.32 %
Total 6050 Benefits	111,193.86	196,564.00	85,370.14	43.43 %
Total 6000 Employee Costs	382,850.04	772,514.00	389,663.96	50.44 %
7010 Advertising & Marketing	19,839.56	40,000.00	20,160.44	50.92 %
7015 Loan Repayment		49,702.00	49,702.00	100.00 %
7020 Bank Service Charges	7,909.40	14,000.00	6,090.60	43.50 %
7026 Charitable Contribution	13,300.00	21,000.00	7,700.00	36.67 %
7030 Dues & Subscriptions	3,925.65	8,000.00	4,074.35	50.93 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental	-427.2	1,200.00	1,242.62	103.55 %
7037 Office Equipment Rental	2,115.40	3,500.00	1,384.60	39.56 %
Total 7035 Equipment Rents & Leases	2,072.78	4,700.00	2,627.22	55.90 %
7050 Insurance				
7052 HUB Insurance	500.00	500.00	500.00	100.00 %
7055 Liability Insurance (Gen. Auto. Property)	16,778.50	29,000.00	12,221.50	42.14 %
Total 7050 Insurance	16,778.50	29,500.00	12,721.50	43.12 %
7056 Interest Expense	1,356.65	18,000.00	16,643.35	92.46 %
7060 Licenses & Fees	9,895.69	25,000.00	15,104.31	60.42 %
7070 Maintenance				
7071 Pool Chemicals	949.04	7,500.00	6,550.96	87.35 %
7072 Building & Park Maintenance	10,392.40	28,100.00	17,707.60	63.02 %
7073 Accessibility Upgrades		150.00	150.00	100.00 %
7074 Equipment Maintenance	309.29	8,200.00	7,890.71	96.13 %
7075 Fuel	5,978.91	13,000.00	7,021.09	54.01 %
7076 Janitorial Supplies	5,608.20	10,000.00	4,391.80	43.91 %
7077 Small Tools & Equipment	257.04	1,500.00	1,242.96	83.09 %
7078 Materials & Supplies	7,460.17	26,300.00	18,839.83	71.63 %
7079 Fleet Maintenance	769.48	7,000.00	6,230.52	89.01 %
Total 7070 Maintenance	32,222.13	101,750.00	69,527.87	68.33 %
7084 Meals & Entertainment	3,312.60	3,000.00	-312.60	-10.42 %
7090 Office Supplies	5,441.07	14,000.00	8,558.93	61.09 %
7120 Professional Development	750.00	7,500.00	6,750.00	90.00 %
7150 Professional Fees				
7151 Annual Audit	6,000.00	12,500.00	6,500.00	52.00 %
7152 Bookkeeping & Payroll	15,665.02	40,000.00	24,334.98	60.84 %
7153 Information Technology	1,880.00	6,000.00	4,120.00	68.67 %
7154 Project Consults	7,376.48		-7,376.48	
7155 Legal	705.25	15,000.00	14,294.75	95.28 %
Total 7150 Professional Fees	31,526.75	73,500.00	41,973.25	56.97 %
7160 Property Tax Collection Fee		14,000.00	14,000.00	100.00 %
7180 Security	1,458.25	6,100.00	4,641.75	76.09 %
7210 Telephone and Internet	5,811.20	12,000.00	6,188.80	51.57 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7230 Uniforms & Apparel	1,688.26	3,000.00	1,311.74	43.72 %
7250 Utilities	769.05		769.05	
7252 Electric Service	27,496.25	42,950.00	15,453.75	35.98 %
7254 Gas Service	4,150.20	12,100.00	12,939.79	75.67 %
7256 Sanitation Services	5,151.12	7,900.00	2,748.88	34.77 %
7258 Water Service	5,514.09	8,900.00	3,385.92	36.92 %
7259 Propane	189.79		189.79	
Total 7250 Utilities	43,382.58	76,850.00	33,467.42	43.55 %
7999 Uncategorized Expense	0.00		0.00	
Total Expenses	\$587,674.73	\$1,294,116.00	\$706,441.27	54.59 %
ET OPERATING INCOME	126,900.63	\$18,226.00	\$ -108,674.63	-596.26 %
Other Income				
8040 TVRPD Development Fee Revenues	36,329.00		-36,329.00	
Total Other Income	\$36,329.00	\$0.00	\$ -36,329.00	0.00%
Other Expenses				
7290 Operational Reserve (Contingency)		100,000.00	100,000.00	100.00 %
Total Other Expenses	\$0.00	\$100,000.00	\$100,000.00	100.00 %
ET OTHER INCOME	\$36,329.00	\$ -100,000.00	\$ -136,329.00	136.33 %
ET INCOME	\$163,229.63	\$ -81,774.00	\$ -245,003.63	299.61 %



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

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

BUSINESS MANAGER JOB DESCRIPTION

SALARY RANGE

\$35,838 - \$70,000 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 as District Clerk of the Board.
- Attends all TVRPD board meetings and transcribes and records minutes of the proceedings.
- Human resource administrative oversight (responsible for execution of background checks, complete employee files, communication, employee benefit compliance, etc.)
- Maintain all District Director files.
- Oversee all payroll operations.
- Administer all accounts payable and receivable.
- Maintains purchasing card statements.

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

QUALIFICATIONS

Core Competencies and Skill Sets

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

Personal Attributes

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

Education, Training, & Experience

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

ADDITIONAL INFORMATION

Employment is contingent on satisfactory DMV and SSCI background check.

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

SALARY RANGE

Exempt, Salary: DOE.

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

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 willness 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

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

GYM SUPERVISOR JOB DESCRIPTION

SALARY RANGE

Minimum Wage - \$17.00 per hour

POSITION: FACILITY/GYM SUPERVISOR
REPORTS TO: RECREATION MANAGER

CATEGORY: SEASONAL
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

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

ESSENTIAL JOB FUNCTIONS

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

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

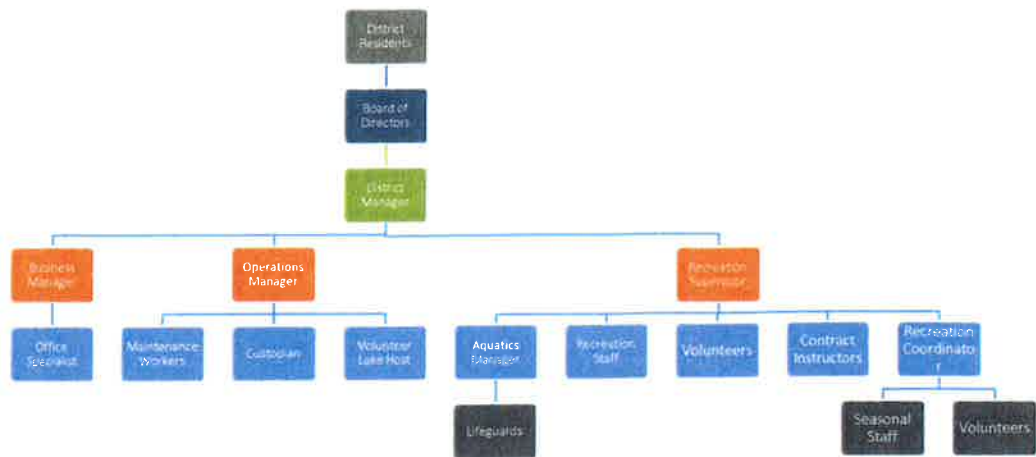
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor environment; and
 - Outdoor environmental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

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

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

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

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

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

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

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

QUALIFICATIONS

Core Competencies and Skill Sets

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

Education, Training, & Experience

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

Licenses and Certificates

- American Red Cross First Aid/CPR/AED certified or willingness 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

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

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 willing 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

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 willing 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.

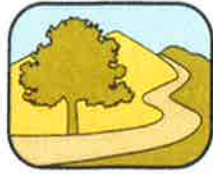
Employment offer contingent on satisfactory DMV and SSCI background check.

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

CLASS HISTORY

Adopted:

Revised: 02/2020



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 may work irregular hours, including evenings, weekends, holidays, and be willing to work outdoors in all weather conditions.

ESSENTIAL JOB FUNCTIONS

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

PLANNING & OPERATIONS

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

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

PERSONNEL

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

EVALUATION

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

FISCAL

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

SAFETY

- Reports accidents & unsafe conditions as they occur;

SAFETY TRAINING REQUIRED

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

OTHER

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

MANDATORY QUALIFICATIONS

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

7. Possess a positive attitude, and be a self-starter; and,
8. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

1. 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

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

QUOTATION/PROPOSAL

PACIFIC PARKING SYSTEMS, INC.

216 C Technology Drive
Irvine, CA 92618
(800) 663-7008 Toll Free
(949) 453-9898 Ph (949) 453-9595 Fax CA OSMB Certified



TO: Tehachapi Valley Recreation & Park District
490 W D Street
Tehachapi, CA 93581

DATE: 02/07/2020


Estimated Delivery
From Receipt
of Order: 3-4 Weeks

TERMS: N30

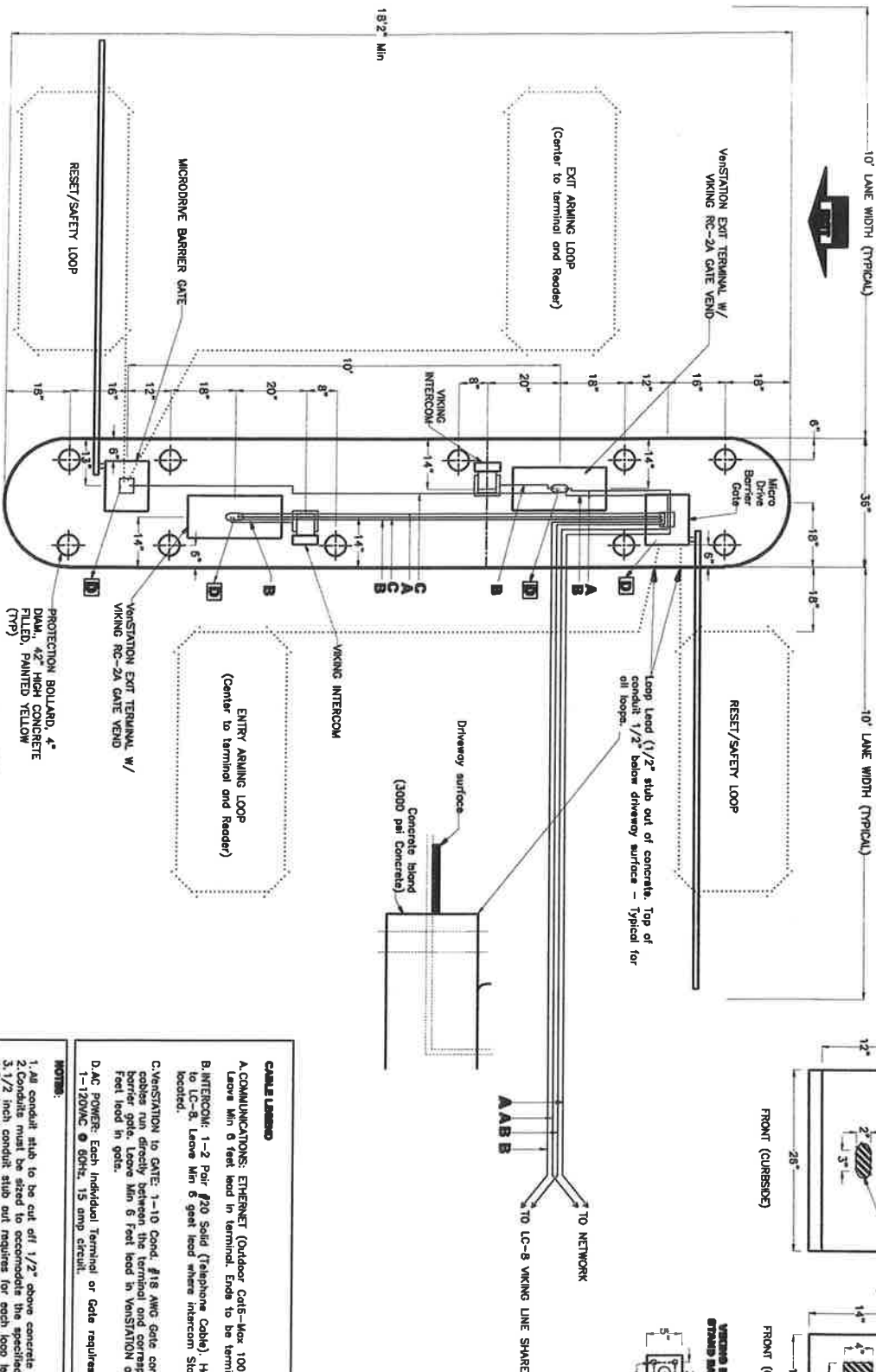
SALESMAN F.O.B. SHIP VIA
Glenn L. Mossman Ship Point Surface Freight

QTY	PART NO.	DESCRIPTION	PRICE	UNIT	AMOUNT
1	VS/400	2020 venSTATION Automated Pay Station/Permit Machine w/Stacking Bill Acceptor, Coin Acceptor, Thermal Printer, Cloud Based Software Platform, 110VAC. Factory Standard Color-VS Grey. Gate Pulse Operation & Battery Back-Up.	\$11,900	00	\$11,900 00
1	CCR	Kit, Credit Card Reader, PCI-PA/DSS Level 1 Certified Compliant.	450	00	450 00
1	MODEM	High Speed Ethernet Hardwired Modem For Online Real-Time Communication.	1,495	00	1,495 00
2	GATE	Gate, Standard Drive-Up, Includes Gate Assembly, Break-Away Arm Kit, 12' Arm, Mounting Hardware.	2,395	00	4,790 00
2	ARM	Spare 12' Arm.	95	00	190 00
2	LD	Vehicle Loop Sensor.	495	00	990 00
1	LABOR	On-Site Setup, Programming & Place System Into Service. (Excludes Providing Concrete Pad, Interconnect, Conduit, Island or AC Power)	500	00	500 00
1	venVUE	venVUE Web-Based Software - Yearly License Fee. 12-Months	495	00	495 00
1	PCI	venDIRECT Merchant Account PCI Maintenance Annual Fee. 12-Months.	240	00	240 00
1	SERVER	Annual Server Hosting Fee- 12 Months.	540	00	540 00
1	TRAINING	On-Site Training On All Pay Station Facets.	0	00	0 00
1	WARRANTY	One-Year EXT Extended Warranty To Include, On-Site Labor, Shop Labor & Parts.	0	00	0 00
Sub-Total					\$21,590 00
7.25% Sales Tax					1,472 83
Freight					200 00
Total					\$23,262 83

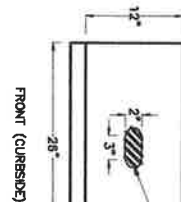
Quote Valid For 30 Days From Date Above

SIGNATURE: 
GLENN L. MOSSMAN, SALES MANAGER

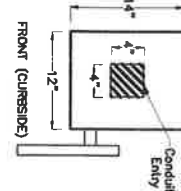
PROUDLY MANUFACTURED IN CALIFORNIA, USA⁵⁸



**VENTILATION GATE
DETAIL
(see 61-905-H-SH3)**



**RECOVERING GATE
DETAIL
(see 61-905-H-SH3)**



**VENTILATION INTERCOM
DETAIL
(see 61-905-H-SH3)**



CABLE LEGEND

- A. COMMUNICATIONS: ETHERNET (Outdoor Cable - Max 100m),**
Leave Min 6 feet lead in terminal. Ends to be terminated.
- B. INTERCOM: 1-2 Pair #20 Solid (Telephone Cable),** Home run to LC-8. Leave Min 6 feet lead where intercom Stand is located.
- C. VENTILATION to GATE: 1-10 Cond. #18 AWG Gate control**
cables run directly between the terminal and corresponding intercom. Leave Min 6 feet lead in VENTILATION and 6 feet lead in gate.
- D. AC POWER: Each Individual Terminal or Gate requires 1-120VAC @ 60Hz, 15 amp circuit.**
- NOTES:**
1. All conduit shall be cut off 1/2" above concrete pad.
 2. Conduit must be secured to accommodate the specified cable.
 3. 1/2 inch conduit shall be used for each loop lead.
 4. See terminal and gate base detail for conduit entry placement. (See Ding 61-905H-SH3) for conduit entry.
 5. Ventilation equipment setback from curb 6" per conversation with Aldo Jan 25, 2014.