



## VALENCIA COUNTY JOB DESCRIPTION

*The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.*

JOB TITLE: **Recreation & Grounds Keeper Aide**  
JOB CODE: 446-39-06  
PAY STATUS: FLSA Non-Exempt  
CLASSIFICATION: Classified  
PAY RANGE: \$15.00  
DEADLINE TO APPLY:

### **JOB SUMMARY:**

Recreation Aide will assist recreation coordinator in all phases of recreational activities at assigned sites. Assist in maintenance and preparation of daily activities. Develop, schedule, and implement recreational programs, which meet the needs and interests of various age groups and participants with variable physical capabilities. Perform cashier duties as assigned. Requires participation in basic first aid training.

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for carrying out programs as designed for recreational sports/activities.
2. Enforce rules of facility and of recreational activity.
3. Assist with classes/programs/events and supervise all program participants which includes but is not limited to: inclusion activities and actively engaging all participants at program sites.
4. Lead and organize recreational arts and crafts projects at assigned locations
5. Perform maintenance duties and set up areas for indoor and outdoor program use.
6. Responsible for maintaining indoor and outdoor cleanliness; cleaning equipment, collecting trash, & grounds keeping at assigned locations.
7. Assist in maintaining daily reports of transactions as when assigned.
8. Performs other job related duties as required or assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

High school diploma or GED certificate required.

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**PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Works with direction and with select groups.
- Work performed both indoors (50%) and outdoors (50%). Worker will be exposed to natural weather conditions when working outdoors.
- Duties will be performed on sand, gravel, asphalt, grass, wood floors and tile, all of which may be wet or dry.
- Required to drive multi-passenger vehicles as needed.
- Required to work variable hours.
- Work hazards are those normally encountered in the instruction or participation in sports activities.

**LICENSURES AND CERTIFICATIONS REQUIRED:**

Possession of a valid New Mexico driver's license.

**OTHER CONDITIONS OF EMPLOYMENT:**

- Ability to perform essential functions and adapt to working conditions.
- No history or pattern of reckless driving, DWI/DUI or irresponsible driving in the last three years.
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.

**WORKING CONDITIONS:**

- Work involves extensive exposure to elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Requires handling of average-weight objects up to 100 pounds, manipulation of heavy equipment and machinery, and standing and/or walking for more than four hours per day.
- Work involves exposure to hazards or physical risks, which requires following basic safety precautions.
- Outdoor duties may be performed on an even or uneven surface which may be wet, dry or slippery. Outdoor duties are performed in both normal and extreme weather conditions.

**PRE-EMPLOYMENT REQUIREMENTS:**

1. Interview
2. Criminal record check.
3. General employment background check.
4. Driving record check.
5. Pre-employment physical and drug test.

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I hereby affirm that I have received a copy of the position specification listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_