

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Property Management and Maintenance Technician I/II

DEFINITION

Under direction, performs responsible duties related to the management of District real property and rights-of-way, including facilities associated with District operations as well as administration of rental and lease agreements; performs a variety of semi-skilled property and building maintenance functions; identifies trees on District properties and rights-of-way that pose a hazard and removes trees to eliminate hazards; maintains District properties, rights-of-way, and access routes through timber sales, timber stand improvement practices, contracts, vegetation management, fuel reduction and fuel breaks, and herbicide application; manages and removes vegetation and pests; maintains and submits required documentation related to the use of chemicals, maintenance records, and firewood and other timber and vegetation management activities.

DISTINGUISHING CHARACTERISTICS

Property Management and Maintenance Technician – This is the entry-level class in the Property Management and Maintenance Technician series. Positions in this class typically have little or no directly related work experience. The Property Management and Maintenance Technician I class is distinguished from the II level by performing less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned areas of responsibility are learned.

Property Management and Maintenance Technician II – This is the journey level class in the Property Management and Maintenance Technician series and is distinguished from the level I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Property Management and Maintenance Technician in that the latter performs the most difficult and responsible types of duties assigned to classes within this series and provides technical and functional supervision over assigned staff, including operating heavy equipment such as excavators and related equipment that requires a Class A driver's license.

SUPERVISION RECEIVED AND EXERCISED

Property Management and Maintenance Technician I

Receives immediate supervision from an assigned supervisor; may receive technical and functional supervision from either the Property Management and Maintenance Worker II and/or Senior

Property Management and Maintenance Technician II

Receives immediate supervision from an assigned supervisor; may receive technical and functional supervision from a Senior Property Management and Maintenance Technician.

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EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below represent the range of duties assigned to this class and are not intended to be an inclusive list.*

Conducts preventative maintenance schedules and semi-skilled repairs of buildings, fences, and other District structures or property. Ensures safety of District properties and facilities; coordinates the mitigation and timely correction of hazards and maintenance needs to District real property.

Respond to and complete basic building maintenance requests from other departments; prioritize projects according to criticality and safety requirements, including inspections and maintenance of permitted infrastructure.

Conducts vegetation management and maintenance to clear and maintain District facilities and rights-of-way using a combination of hand and mechanical means.

Administers hazardous tree removal and timber harvest contracts with an on-call forester to mitigate liability hazards, improve forest health, and decrease fire danger. Administers the District-wide firewood program. Provides advice and assistance on forestry management policies and practices.

Coordinates maintenance functions with other District staff and external service providers. Tracks preventative and unscheduled work orders to accurately document and schedule maintenance needs.

Performs periodic and annual inspections of District real property and facilities; ensures compliance with lease, rental, and use agreements and District requirements. Receives and responds to questions from tenants and leases during the administration of agreements.

Identifies and falls hazardous trees on District properties and rights-of-way; conducts chipping and burning of vegetation to reduce wildfire danger and improve site security; applies herbicides and pesticides to manage vegetation regrowth and prevent and treat disease and insect infestations.

Directs and supervises the work of CalFire, California Conservation Corps, and similar crews in completing fuel reduction and maintenance projects; completes necessary documentation; maintains records; and purchases necessary supplies and materials to support crew work.

Trains and certifies District employees on all necessary equipment, such as trailered chipper, tracked chipper, masticator, and chain saws, regarding safety, operations, maintenance, and practices of tree falling, limbing, bucking, and brushing techniques.

Provides traffic control for various District operations as necessary.

Secures burn permits and smoke management plans; oversees crews and contractors in the chipping, masticating, and/or burning of vegetation, ensuring proper procedures and safety practices are followed.

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Assists with the coordination of the District's pest and vegetation control program; applies and oversees the application of rodenticides, herbicides, algacides, and other chemicals used in the abatement of pests and vegetation on District grounds and around District facilities.

Computes application rates; prepares pesticide use reports; maintains daily records of chemical use. Requisitions needed supplies and materials. Ensures that all chemical storage units are maintained and in compliance with State regulations.

Maintains equipment in good working condition; ensures proper calibration of spray equipment.

Inspects District dams and related facilities to mitigate rodent infestation.

Corresponds with a variety of local, State, and Federal agencies; compiles data; prepares and submits required reports to local, State, and Federal agencies.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Property Management and Maintenance Technician I

Knowledge of:

Building and property maintenance techniques and practices. Basic laws and procedures related to the lease of property. Forest management practices. Identification of hazardous trees. Rights-of-way clearing and maintenance. Pesticide and herbicide application practices. Safe working practices, including traffic control requirements. Pertinent local, State, and Federal laws, rules, and regulations. Principles of customer service. Tools and equipment operations used in the course of building and property management and vegetation management practices. Chemical mixing methods and calibrations. Modern office equipment and methods include the use of computer applications in word processing, spreadsheets, and databases.

Skill/Ability to:

Timely and accurately complete and record scheduled and unscheduled maintenance of District buildings, infrastructure, and properties. Effectively perform property management functions. Read, analyze, and interpret rental agreements. Effectively respond to questions and concerns from tenants, lessees, and property owners. Oversee and coordinate the District's efforts to mitigate hazardous trees and hazardous vegetation conditions. Safely operate tools and perform procedures used to conduct building and property maintenance and management and disposal of vegetation, including chippers, chainsaws, and masticators. Effectively and safely apply chemicals and perform vegetation and pest removal functions. Set up and calibrate equipment. Maintain detailed and accurate logs. Correctly calculate concentrations of mixtures and application rates. Administer the District's firewood sales program to reduce the volume of downed woody vegetation present on District properties. Effectively and safely perform traffic control upon all roadways within the District's service area. Maintain

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accurate records. Review and prioritize project requests. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate District facilities; interpret work orders; and explain jobs to others. The ability to maintain reliable attendance is a condition of employment subject to applicable medical and disability leave laws. Intermittently sit while studying or preparing reports; bend, squat, climb, kneel, and twist when performing maintenance and vegetation and pest management activities; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of general building and/or property maintenance functions, including basic repair and contract administration of more complex repairs and maintenance requiring the utilization of licensed and/or certified contractors and/or two years of responsible vegetation management experience that includes the identification, mitigation, and removal of hazardous trees and/or performing vegetation and pest control duties.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed case-by-case.

Type B (Limited-Minor Forest Products Only) Timber Operator License from California Department of Forestry and Fire Protection or ability to obtain within one year of hire.

Property Management and Maintenance Technician II

In addition to the qualifications of the Property Management and Maintenance Technician I:

Knowledge of:

Journey-level understanding of District practices related to property management and maintenance techniques and methods. Journey-level understanding of forestry management, pesticide, and herbicide application practices. Journey-level understanding of rights-of-way clearing and maintenance. Journey-level understanding of utility system maps and blueprints, including Underground Service Alert marking and notification. Journey-level understanding of interpreting rights-of-way/public utility easements.

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Skill/Ability to:

Ability to effectively train others on matters related to work performed. Ability to oversee traffic control and safety for job sites. Ability to accurately mark scheduled right-of-way work and notify property owners and underground service alerts.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities qualifies. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience as or similar to Property Management and Maintenance Technician I with the El Dorado Irrigation District and/or four years of general building and/or property maintenance functions, including basic repair and contract administration of more complex repairs and maintenance requiring the utilization of licensed and/or certified contractors and/or four years of responsible vegetation management experience that includes the identification, mitigation, and removal of hazardous trees and/or performing vegetation and pest control duties.

Education:

Equivalent to the completion of the twelfth grade.


SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Must possess the required applicator license/certificate and any supplemental category certification necessary to perform the essential functions of the classification as determined by the California Department of Pesticide Regulation (CDPR) and/or the respective County Agricultural Commissioner. Category certifications are based on the nature of the work being performed.

Type B (Limited-Minor Forest Products Only) Timber Operator License from California Department of Forestry and Fire Protection.

	7/17/2024
_____ Director of Human Resources	_____ Date
Established: 06/16/2022 Revised: 06/28/2024 FLSA: Non-Exempt Unit: Safety	