

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Senior Property Management and Maintenance Technician

DEFINITION

Under direction, organizes, assigns, and reviews the work of personnel engaged in property management and maintenance and rights-of-way activities. Leads personnel in performing duties related to the management of District real property, administration of rental and lease agreements, pest and vegetation management, and rights of way maintenance, including hazard tree and vegetation removal. 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; performs duties requiring specialized knowledge; and provides administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class within the Property Management and Maintenance Technician series and will be filled as needed based on the business needs of District operations. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, the complexity of duties assigned, the independence of action taken, the amount of time spent performing the duties, and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees are fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor or manager. May exercise technical and functional supervisor over assigned personnel.

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.*

Develops schedules and methods to accomplish assignments, ensuring work is completed promptly and efficiently. Participates in evaluating the activities of staff, recommending improvements and modifications.

Provides, coordinates, and leads staff training and works with employees to correct deficiencies to promote the required knowledge, skills, and abilities necessary to succeed in performing the essential functions of this job series.

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

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Coordinates basic building maintenance requests from other departments; prioritizes and assigns projects according to criticality and safety requirements, including inspections and maintenance of permitted infrastructure.

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

Serves as a District contact to property owners when coordinating access to District rights-of-way for vegetation management and maintenance projects. Secures written approvals, contacts customers and performs site reviews, and marks trees for approval in coordination with customers.

Reads and interprets utility system maps, blueprints, and plat maps, including rights-of-way and public utility easements; conducts Underground Service Alert (USA) marking and provides USA notifications; and leads customer notification process for rights-of-way maintenance.

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.

Responsible for generating reports utilizing District database tools related to assigned responsibilities, including creating and tracking preventative and unscheduled work orders to document and schedule maintenance needs accurately.

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 equipment such as trailered chipper, tracked chipper, masticator, and chain saw regarding safety, operations, maintenance, and practices of tree falling, limbing, bucking, and brushing techniques.

Leads 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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Leads the District's pest and vegetation control program for the assigned division; applies and oversees the application of rodenticides, herbicides, algaecides and other chemicals used to abate 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 various 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

Knowledge of:

Principles and practices of technical and functional supervision and training. Pertinent water utility industry standards and regulations related to areas of assigned responsibility, including regulatory safety requirements. Rights-of-way clearing and maintenance. Utility system maps, blueprints, and plat maps, including Underground Service Alert markings and rights-of-way/public utility easements. Building and property maintenance techniques and practices. Safe working practices, including traffic control requirements. Forest management, real property management, and pest and vegetation practices and methods. Pertinent local, State, and Federal laws, rules, and regulations related to assigned responsibilities. Effective principles of customer service. Tools and equipment, including heavy equipment operations, used in the course of building and property management, hazard tree removal, 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:

Provide effective technical and functional supervision over assigned staff; effectively train staff. Perform the most complex duties related to property management and maintenance. Develop schedules and methods to accomplish work. Ability to read, analyze, understand, and apply agreements, contracts, rules, and regulations in support and execution of assigned areas of responsibility. Ability to accurately mark scheduled right-of-way work and accurately and timely notify property owners and Underground Service Alert. Effectively respond to questions and concerns from property owners, tenants, and lessees. Oversee and coordinate the District's efforts to mitigate hazardous trees and hazardous vegetation conditions. Effective ability to adhere to all safety standards, policies, and regulations related to assigned responsibilities. Administer the District's

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firewood sales program to reduce the volume of downed woody vegetation present on District properties. Effectively and safely lead traffic control and all roadways within the District's service area. Establish and maintain effective working relationships with those contacted during 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 qualifies. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of experience as or similar to Property Management and Maintenance Worker II with the El Dorado Irrigation District.

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.

Possession of a Class A California driver's license.

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.

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Director of Human Resources

7/17/2024

Date

Established: 06/28/2024

Revised:

FLSA: Non-Exempt

Unit: Safety