



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

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**SILVERADO MODJESKA RECREATION AND PARK DISTRICT
JOB DESCRIPTION FOR SMRPD MAINTENANCE WORKER**

Effective May 2022

The Silverado Modjeska Recreation and Park District (SMRPD) is a local government special district established by the Orange County Board of Supervisors in 1961. Its purpose is to provide a well-rounded, wholesome program of recreation and leisure time activities for residents of the County's canyon areas, which includes Silverado, Ladd, Black Star, Williams and Modjeska canyons. SMRPD owns and/or operates five facilities: two community parks, two community centers and a children's center with two buildings on land leased from Orange County Parks.

SMRPD is currently looking for a Maintenance Worker.

The SMRPD Maintenance Worker is responsible for general clean-up and light maintenance of the Silverado and Modjeska community centers and parks. The maintenance worker is expected to thoroughly clean the community centers at least twice a week, with deeper cleaning on a quarterly and annual schedule. The maintenance worker is also responsible for tasks such as replacing faucets, paint touch-up, replacing light bulbs, and, in general, making sure the facilities are in good working condition. The maintenance worker must have good organizational skills, attention to detail, follow through, the ability to work independently and to write reports. Duties include:

1. Clean the Silverado and Modjeska Community Centers on a twice a week basis on Friday and Monday. Also to assure that facilities are clean after a weekend event. If facility users do not clean per their agreement, Maintenance Worker, together with the SMRPD Caretaker, is responsible for cleaning and alerting the SMRPD Administrator of forfeiture of deposit. During the cleaning, the worker will check how well sinks, toilets, light fixtures, refrigerators and other items operate. The worker will empty the trash and replace the liners as well as clean out refrigerators. The worker will check soap, paper towel and toilet paper dispensers and make sure they are full. The worker will make a list of maintenance issues, items needing deeper cleaning, missing equipment or supplies, and safety-related concerns.
2. Perform basic maintenance such as replacing light bulbs, fixing leaky faucets, paint touch-up, and minor carpentry under the direction of the SMRPD Caretaker. When major repairs are required, the worker will report to the SMRPD Caretaker, who will coordinate with contractors and others.

3. Purchase cleaning and other supplies as needed with SMRPD reimbursement, with approval by the SMRPD Caretaker.
4. Inspect the facilities and parks regularly, especially with regard to potential safety and maintenance issues. Report findings to the SMRPD Caretaker.
5. Keep logs of work performed.

The maintenance worker will report to the SMRPD Caretaker. Compensation will range from \$18 - \$20 an hour, depending on experience.

MAINTENANCE WORK SCHEDULE

TIME	INDOORS	OUTDOORS
BIWEEKLY (Preferably on Fridays and Mondays in Silverado)	Vacuum carpets Mop floors Polish furniture and tables Scrub and sanitize toilets, urinals, sinks Clean and wash kitchen sinks & countertops Wipe down window sills Clean kitchen appliances. Wash scrub marks off walls and doors. Dust rooms and furniture Clean the refrigerators, stoves, etc. Check heat and air conditioning Check and replace light bulbs	Clean picnic tables, chairs and benches Empty park trash containers Pick up trash Clean up dog poop Replace bags for pet waste
MONTHLY		Scrub picnic tables and benches Brush cob webs off building exteriors Clean leaves from roofs
QUARTERLY	Wash windows and blinds inside and out Clean light fixtures Clean cupboards	Turn sand in Modjeska
ANNUALLY	Wash interior walls Wax wood floor	Clean screens Power wash solar panels

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