



# **CITY OF LAGUNA NIGUEL**

## **EMPLOYMENT OPPORTUNITY**

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

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### **SENIOR RECREATION LEADER**

#### **SPORTS DIVISION - FACILITY MAINTENANCE**

#### **PART-TIME**

Do you want to work in a fun, fast-paced, friendly and stable environment? The City of Laguna Niguel knows that talented employees are our most valuable asset and are the reason we can provide such excellent service to residents. We offer the training and tools needed for our employees to be successful. Work hours and schedules vary according to the position and the City's needs.

**FILING DEADLINE:**      **Open Until Filled. First Review of Applications, Tuesday June 1, 2021**  
**\$15.59 - \$18.95 per hour**

#### **PRIMARY FUNCTION:**

Under the supervision of the Recreation Supervisor and Recreation Coordinator, the Senior Recreation Leader will assist in the maintenance and care of city parks and joint use sports facilities.

#### **EXAMPLES OF DUTIES:**

- Perform maintenance work on city parks and joint use sports facilities.
- Implement safety measures for all related activities.
- Evaluate the condition of sports facilities to maintain standards.
- Secure city vehicle and work equipment; report any broken or unsafe equipment to the Recreation Coordinator.
- Communicate effectively with contractors, user groups, recreation supervisors, recreation coordinators, other city staff members.
- Provide and keep accurate records.
- Assist Recreation Supervisor with planning and implementing special events and programs; set-up and take down tables, chairs, canopies and other equipment as needed.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Modern principles and practices for sports facility maintenance.
- Variety of recreational outdoor sports activities for various user groups.
- Safe driving principles and practices.
- Safety regulations, procedures, practices, and OSHA safety regulations.

##### **Ability to:**

- Perform regular routine and preventative maintenance work on all city sport facilities.
- Establish and maintain effective and positive working relationships.
- Make quick and appropriate decisions when unexpected situations occur.
- Alter planned activities when unforeseen circumstances occur (i.e., inclement weather).
- Understand and carry out oral and written instructions.
- Communicate effectively, both orally and in writing.

- Demonstrate strong customer service skills by communicating with the public in a professional and courteous manner.
- Work assigned schedule of hours which could also include some nights, early mornings, weekends and holidays.

#### **EXPERIENCE AND TRAINING REQUIRED:**

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

- Two years of experience working in athletic facilities maintenance, recreation programs or similar setting.
- Equivalent to completion of twelfth grade. Some college-level courses in recreation, education, athletics or similar field desired.

#### **LICENSES/CERTIFICATES:**

- Hold, or have the ability to obtain, current Red Cross First Aid and C.P.R. certificates.
- Possess a valid California Driver's License.

#### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The Sports Division Facility Maintenance Senior Recreation Leader position is physically demanding; requiring extended hours of standing and walking and the ability to lift, push and pull up to 50 lbs.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works in outside weather conditions. The employee is occasionally exposed to wet and/or hot and humid conditions. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

#### **HOW TO APPLY:**

A required City application form can be found online on the City's website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org) or by calling (949) 362-4300. Applications must be filled out completely and must show that the minimum qualifications are met. A completed City application should be submitted to [hr@cityoflagunaniguel.org](mailto:hr@cityoflagunaniguel.org), online, or by mail to City of Laguna Niguel City Hall, Human Resources Department, 30111 Crown Valley Parkway, Laguna Niguel, CA 92677. Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

**SPECIAL NOTICE:**

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen, or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

**Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.**