

**FEATHER RIVER RECREATION AND PARK DISTRICT
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965**

**PERSONNEL, POLICIES & PROCEDURES COMMITTEE MEETING
January 17, 2018**

Location: FRRPD Conference Room

Open Session 2:00pm

AGENDA

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. CALL MEETING TO ORDER Time: _____

2. ROLL CALL
Chairperson Victoria Smith _____
Director Gary Emberland _____

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT
At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from taking action on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Chairperson will invite anyone the audience wishing to address the Board on a matter not listed on the agenda to step to the podium, state your name for the record and make your presentation. The Board will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

- 5. REGULAR AGENDA**
- A. Review new job descriptions titled Adult Soccer Assistant Official & Adult Soccer Center Official, Custodian**
 - B. Discuss recommended changes: Business Manager Job Description change Non Exempt to Exempt, Change title of Aquatics Specialist to Pool Manager**
 - C. Discuss hiring process: Park Supervisor**

6. ADJOURNMENT Time: _____



Job Description

Title: Adult Soccer Assistant Official
Department: Recreation

Starting Wage: \$15 (Per Game)

JOB SUMMARY:

Under general supervision by the Recreation Department, officials will officiate and maintain control of the facility by enforcing rules of the game and district policies.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Official will arrive fifteen minutes prior to scheduled game time
- Officiates adult co-ed and men's soccer games (both competitive and recreation leagues)
- Official will make sure all players are in proper uniform and notify managers if any problems need to be addressed
- Official will check all equipment and field for safety hazards
- Official will remain unbiased while officiating and will avoid verbal contact with spectators
- Official will approach his/her position as a representative of the District, displaying respect for the facility, participants, parents, coaches and co-workers

REQUIRED KNOWLEDGE AND SKILLS:

- Thorough knowledge of soccer rules and regulations
- Ability to start and end games on the scheduled times
- Ability to read and understand all rules and answer any questions about rules
- Good decision making skills
- Ability to deal with conflict and maintain a professional attitude and display good customer service
- Ability to work independently and be self-motivated
- Able to work in a timely manner
- Ability to hold a pre-game meeting and have excellent communication with managers
- Ability to communicate with Center Officials

EDUCATION, CERTIFICATIONS AND LICENSES:

- At least 18 years old
- Experience in Soccer Officiating
- A valid State of California class 'C' driver's license and a satisfactory driving record

Adult Soccer Assistant Official Approval Pending January 2018 _____

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives.

1875 Feather River Blvd. Oroville, CA 95965 (530) 533-2011



ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Work is performed in outdoor environment
- May be required to lift and carry items more than 50 pounds
- Able to crouch for periods during officiating
- Able to work in extreme outdoor conditions such as wind, rain and hot and cold weather extremes

ADDITIONAL INFORMATION:

Reports To: Recreation Supervisor or Recreation Coordinator

Adult Soccer Assistant Official Approval Pending January 2018 _____

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1875 Feather River Blvd. Oroville, CA 95965 (530) 533-2011



Job Description

Title: Adult Soccer Center Official

Department: Recreation

Starting Wage: \$25 (Per Game)

JOB SUMMARY:

Under general supervision by the Recreation Supervisor, officials will officiate and maintain control of the facility by enforcing rules of the game and district policies.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Official will arrive fifteen minutes prior to scheduled game time
- Officiates adult co-ed and men's soccer games (both competitive and recreation leagues)
- Official will make sure all players are in proper uniform and notify managers if any problems need to be addressed
- Official will check all equipment and field for safety hazards
- Official will remain unbiased while officiating and will avoid verbal contact with spectators
- Official will approach his/her position as a representative of the District, displaying respect for the facility, participants, parents, coaches and co-workers

REQUIRED KNOWLEDGE AND SKILLS:

- Thorough knowledge of soccer rules and regulations
- Ability to start and end games on the scheduled times
- Ability to read and understand all rules and answer any questions about rules
- Good decision making skills
- Ability to deal with conflict and maintain a professional attitude and display good customer service
- Ability to work independently and be self-motivated
- Able to work in a timely manner
- Ability to hold a pre-game meeting and have excellent communication with managers
- Ability to lead Assistant Officials

EDUCATION, CERTIFICATIONS AND LICENSES:

- At least 18 years old
- Experience in Soccer Officiating

Adult Soccer Center Official Approval Pending January 2018_____

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- A valid State of California class 'C' driver's license and a satisfactory driving record

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Work is performed in outdoor environment
- May be required to lift and carry items more than 50 pounds
- Able to crouch for periods during officiating
- Able to work in extreme outdoor conditions such as wind, rain and hot and cold weather extremes

ADDITIONAL INFORMATION:

Reports To: Recreation Supervisor

Adult Soccer Center Official Approval Pending January 2018_____

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Job Description

Title: Custodian
Department: Maintenance

Starting Wage: \$12.00/hour

JOB SUMMARY:

Under general supervision, the custodian role focuses on building upkeep, physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance role.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Ensure spaces are prepared and cleaned for the day by taking out trash, dusting, sweep and mop floors, and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap, toilet paper)
- Wipe mirrors and windows
- Maintain outer premises by cleaning entrances and washing windows
- Report damages, safety and security issues
- Secure facilities outside of operating hours by locking doors, closing windows and setting up the alarm if/when shift is during closed building hours
- Undertake occasional custodial and janitorial tasks (clearing sidewalks, lifting heavy items, minor painting, moving chairs etc.)

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to communicate effectively in writing and orally
- Ability to climb ladders and stairs
- Ability to pick up and carry 50 pounds
- Ability to operate cleaning equipment
- Ability to stand for prolonged period of time
- Ability to learn and practice acceptable cleaning methods
- Ability to be a self-starter and work alone
- Interact positively with students, administrators, co-workers, parents and community.
- Performs other duties as assigned

EDUCATION, CERTIFICATIONS AND LICENSES:

- High School Diploma or G.E.D. preferred

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

ADDITIONAL INFORMATION: Reports to: Business Manager or Park Supervisor

Custodian/Janitor Approval Pending January 2018

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives