



## **JOB DESCRIPTION**

**POSITION:** Maintenance Technician

**REPORTS TO:** Maintenance Director

### **Job Summary:**

Performs a variety of tasks in the maintenance and operation of Department's buildings, grounds, open spaces, and parks. Incumbent is directly involved providing an unskilled and semi-skilled service in landscaping rounds, repairing facilities, and performing general cleaning tasks.

### **Principal Duties & Responsibilities:**

- Completes maintenance duties on park grounds, on trails, at facilities, the pool, and other areas as assigned to include trash removal, mowing, trimming, weed control, grass seeding, plumbing, electrical, and construction tasks, and snow and ice removal.
- Prepares ball diamonds and football fields for league use with duties to include mowing, trimming, lining, and dragging the diamonds accordingly.
- Maintains the department's vehicles, trailers, tools, and equipment in good safe working order as needed.
- Prepares and maintains accurate records as requested by the Superintendent of Parks and Recreation.
- Assists with the set-up, tear down and clean-up of facility and pavilion rentals and special programs and events as needed.
- Other tasks as assigned.

### **Secondary Duties**

- Minor equipment repairs.
- Winterizes bathrooms, and pool for the winter.

### **Work Environment**

- Most of the work is completed outside.
- Required sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments.
- Lift, push, pull and carry up to 75 lbs.; kneel, stoop, bend, squat, use hands to finger, handle, or feel objects, tools, and controls.
- Drive a vehicle in all weather conditions.

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin or sexual orientation. Reasonable accommodations for persons with a known disability will be considered in accordance with State and Federal Law.



- Employees work in the field and are exposed to loud noises, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

### **Education and Certification**

- High School Diploma or equivalent required.
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
- Previous experience working in a grounds, building, and/or pool maintenance job is desired.

### **Other Skills and Abilities**

- A working knowledge and proficiency in vehicle and small motor repair and service
- The ability to read and accurately follow diagrams and detailed instructions is required.
- A working knowledge of departmental policies and procedures is required.
- The ability to operate equipment such as trucks, tractors, utility task vehicles (UTV), and trucks with trailers is required.
- The ability to use small hand tools is required.
- The ability to use power tools to include chain saws, gas powered blowers, weed trimmers, drills, saws, grinders, and air compressors is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to operate a welder and plasma cutter.

### **License/Certification**

- Must obtain CPR and First Aid Certification within 90 days of employment. (Training is available through the Parks and Recreation Department if needed.)
- Must possess valid driver's license.

### **Hours**

This position is a full-time non-exempt position, with regular hours Monday through Friday. In addition, coverage may be required for special events and rentals.

### **More Information**

- Applicants applying for this position are subject to a criminal history background check.
- Direct deposit is a required condition of employment.

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin or sexual orientation. Reasonable accommodations for persons with a known disability will be considered in accordance with State and Federal Law.



### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin or sexual orientation. Reasonable accommodations for persons with a known disability will be considered in accordance with State and Federal Law.