

**Valley City Parks and Recreation District
Job & Responsibility Description**

Title: Park Maintenance Mechanic
Classification: Full-time
Benefits: Standard benefits of the District are provided
Supervisor(s): Buildings and Grounds Superintendent

General Statement of Responsibilities

Position will be responsible for vehicle and machinery maintenance. Park Maintenance Mechanic will be responsible for diagnosing and fixing problems with a wide variety of vehicles and machinery and making repairs accordingly.

Examples of Duties and Responsibilities

- Knowledge of both auto and diesel mechanics with the ability to repair.
- Knowledge of hydraulic systems with the ability to repair.
- Operate a variety of grounds maintenance equipment such as: mowers, tractors, trucks, shop equipment, trimmers and field groomers in a safe manner.
- Knowledge of electrical systems with the ability to repair
- Ability to maintain and clean garage equipment and tools to ensure they are kept in a safe usable condition.
- Ability to assess vehicle and machinery problems to accurately diagnose and repair issues.
- Maintain all equipment and vehicles to manufacturer's specifications.
- Maintain equipment and parts inventory.
- Establish, maintain, and record service and repair work performed on Park District equipment and vehicles.
- Assist with training of staff to familiarize them with equipment.
- Communicates effectively with proper subordinates and maintains positive working relationships with other employees, agencies, and the public.
- Represents Valley City Parks and Recreation in a positive manner.
- Ability to conduct routine service on a wide variety of vehicles and machinery.
- Must have sound problem-solving skills and the ability to work under pressure at certain times.
- Attends regular meetings and performs related work as required.
- Perform other routine duties of the Park District (snow removal, mowing, construction, cleaning of all facilities).

Qualifications

- Two years of experience in mechanic; or equivalent combination of training, experience and education that provides the required knowledge, skills and abilities.
- Working knowledge of small and large engines, reel and rotary mowers, hydraulics, electrical systems, diesel engines, automobiles and welding
- Possess a valid driver's license

Knowledge, Skills and Abilities

- Must be well organized, motivated, a self-starter and able to work in a face paced, high energy environment
- Must have a good attitude and be able to work well with others
- Ability to safely perform all duties
- Ability to schedule and organize maintenance work to achieve the most efficient utilization of equipment with staff
- Ability to work weekends, nights and early mornings as needed
- Must have a valid North Dakota Pesticide Training Certificate or ability to obtain within 6 months

Working Conditions

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.

The employee occasionally lifts light and heavy objects, climbs ladders and uses tools or equipment requiring a high degree of dexterity. The employee may be exposed to noise, dust, dirt, grease, irritating chemicals and machinery with moving parts.