

Valley City Parks and Recreation District Job & Responsibility Description

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

General Statement of Responsibilities

The Park and Facility Maintenance Specialist is responsible for Valley City Parks and Recreation District's parks, grounds, buildings, pool and campground. To supervise and coordinate activity by using the basic philosophy, policies, and procedures adopted by the Valley City Parks and Recreation District.

Examples of Duties and Responsibilities

- Assign, train and assist seasonal staff.
- Prepare facilities for events and games. Mow, trim, fertilize and spray fields and green space.
- Participate in the applications of herbicides, pesticides and fertilizers.
- Operate machinery/vehicles (Bobcat, front end loader, mowers, dump truck, weed whip, utility vehicle, etc.) in a safe manner.
- Assist in the maintenance and repair of equipment. Keep equipment and machinery clean.
- Responsible for the repair and maintenance of plumbing and irrigation systems.
- Maintenance of facilities (clean restrooms, windows, fixtures and equipment; scrub floors; etc.).
- Assist with inventory control and security.
- Maintain records and reports relating to maintenance activities, pesticide/fertilizer application and inspections.
- Participate in the inspection, repair and maintenance of playground equipment at playgrounds.
 - Attend the CPSI course.
- Work in other Park District areas doing landscaping, tree maintenance, snow removal, etc.
- Perform other related duties as assigned.

The above statements are intended to describe the general nature and level of work to be performed by the individual. They are not to be considered an exhaustive or all-inclusive listing of the positions, duties, and tasks as they may change or be adjusted as situation demand.

Required Knowledge, skills, and abilities

Knowledge of operational policies, procedures, accepted standards and methods of buildings, and swimming pool management preferred.

Ability to obtain certifications when needed.

Possess basic skills of machining and mechanical assembly

Hands-on experience in building maintenance and equipment repair tasks

The ability to work in stressful situations and to have the necessary interpersonal communication skills to resolve conflict without controversy.

The ability to organize multiple tasks simultaneously.

Effective written and verbal skills.

A valid drivers license to operate a motor vehicle and all equipment related to buildings and swimming pools.

The ability to lift and carry equipment and material that weighs approximately 50 pounds. The knowledge, skills, and abilities listed above are to be considered a guideline. Other combinations of education and experience could provide the necessary knowledge, skills and abilities to perform the job.

Customer services and quality management – providing and expecting exceptional customer services: looking for ways to improve and promote quality and demonstrating accuracy and thoroughness.

Judgment – displaying willingness to make decisions, exhibiting sound and accurate judgment, and making timely decisions.

Job Specifications

Must be 18 years old

Requires a high school diploma or equivalency degree and three years experience in the management of either building, or swimming pools. Prefer a four-year college degree in a related major.

Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, following directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

WORKING CONDITIONS

The work is typically performed outside in the cold or inclement weather conditions. The employee may be exposed to noise, dirt, dust, grease, irritating chemicals, and machinery with moving parts. The work requires the use of protective devices such as gloves, masks, or goggles

The work is typically performed while sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment that require a high degree of dexterity