



## JOB DESCRIPTION

### JOB INFORMATION

Title:	Maintenance
Classification:	Operations III/Non-Exempt
Salary Range:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners
Benefits:	Standard Benefits of the District are provided
Supervisor (s):	Park Operations Manager Sport Complexes Manager

### JOB SUMMARY

The primary functions are to assist in the maintenance, improvement, repair, and operation of all the parks, athletic complexes and facilities owned or managed by the Bismarck Parks and Recreation District. Employee will be assigned a variety of tasks supporting all divisions, areas and facilities within the Bismarck Parks and Recreation District system.

Position may require employee to be transferred to one of the other divisions during the off-season, approximately November through March, weather dependent. The schedule of work may vary from season to season.

Employee is responsible and accountable for own actions or inaction and is to take direction from assigned supervisor or person responsible for successful completion of task.

### JOB DUTIES AND TASKS

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.*

#### **\* ESSENTIAL FUNCTIONS**

##### **\* Facility and Equipment Operations**

Assist in the maintenance, improvement, repair, and operation of all property and facilities owned or managed by the District, as assigned.

General tasks may include the maintenance of an indoor facility and may include evening and weekend hours.

Responsible for safe and efficient operation of all equipment and tools and due care and safety in handling pesticides and chemicals, safe practices on the job site, and care and upkeep of vehicles, tools, and equipment.

Operation of trucks, tractors, equipment, and hand tools, turf care, plumbing, irrigation system operation/repair, maintenance of athletic facilities, construction and some carpentry.

Light construction work and skilled assignments are common, as are minor repairs to equipment, vehicles, buildings and facilities.

Responsible to clean restrooms, remove litter/garbage, and other janitorial and custodial duties.

Light construction work and skilled assignments are common, as are minor repairs to equipment, vehicles, buildings and facilities.

**\* Communication and Record Keeping**

Responsible to communicate with supervisors and staff regarding the on-going operations, job status, safety concerns and needs within the division.

Attend meetings with the Manager/Foreman/Specialist to maintain a dialogue relating to park/athletic field status.

Generate and maintain records and reports relating to maintenance activities, pesticide/fertilizer applications, inspections, etc.

Assist individuals and groups as needed within the policies and procedures of the Bismarck Parks and Recreation District.

Develop and maintain positive working relationships among staff.

Represent the Bismarck Parks and Recreation District in a positive manner at all times.

**\* Other Essential**

Ability to lift 50 pounds alone or heavier lifting with other employees.

Supervise seasonal or temporary employees, including evaluation of seasonal employees.

Follow all Park District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

**Other Job Duties**

Responsible for personal neatness, attire, vehicle cleanliness, communicating repair needs and job site neatness.

Inform supervisors prior to running out of supplies, scheduling special tools or equipment.

Other duties as assigned.

**JOB SPECIFICATIONS**

Position requires an Associate's Degree in a field directly related to the job description, or a high school diploma (or equivalent) with a minimum of two year's work experience related to the job description, a valid driver's license is required for class of vehicle to be driven, and the ability to lift 50 pounds or heavier lifting with other employees.

Preferred qualifications include additional education or experience directly related to the job description such as construction, carpentry, grounds/facility maintenance, plumbing, welding, turf care, tree care, and/or irrigation operation and/or repair, additional licenses and/or certifications related to the job description such as a pesticide applicator's certification in the turf and ornamentals category, training and/or certification as a Playground Safety Inspector, Journeyman or Master's plumbing license, Certified Arborist, and/or a commercial driver's license, and/or the ability to coordinate the safe lifting of loads exceeding 50 pounds with one or more other employees.

Knowledge of turf management, construction, irrigation systems, plumbing, welding, arboriculture, landscape installation and maintenance.

Ability to prepare written reports, and report problems and repairs to proper person, handle skilled assignments and must be able to read, understand and interpret labels on pesticides, reports, manuals and to comprehend and follow oral or written instructions.

Successful experience operating a variety of light equipment and power tools.

Experience in performing manual and semi to skilled maintenance and repair work.

Experience in or training in performing some equipment repair, maintenance of turf, grounds, buildings and facilities.

**WORKING CONDITIONS**

Employee is required to work 40 hours a week and overtime when required. Absences must receive prior approval of supervisor.

Work is primarily outdoors and requires working under extreme conditions.

Employee is required to take on-call assignments, to work nights, weekends and/or holidays on a rotating, scheduled, or as needed basis.

May be assigned to other Park District divisions or joint projects with other entities.

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Reviewed August 2019

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Employee's Signature

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Date

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Division Manager's Signature

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Date

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Division Director's Signature

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Date

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Executive Director's Signature

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Date