



## **JOB DESCRIPTION**

### **JOB INFORMATION**

Title:	Maintenance – Plumbing Emphasis
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 Operations Superintendent

### **JOB SUMMARY**

The primary functions are to assist in the maintenance, improvement, repair, and operation of all the parks 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 Park District system. Primary emphasis will be placed upon duties associated with plumbing and repair/maintenance/operation of irrigation systems.

Employee is responsible to the Facility Specialist and the Operations Superintendent and is directly accountable for own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

### **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.*

\*Denotes Essential Functions

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

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.

Repair, replace and install plumbing fixtures in various locations within Bismarck Parks and Recreation District owned and leased properties.

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

Responsible to clean restrooms, remove litter/garbage, and other janitorial and custodial duties, as well as diamond/athletic field preparation/maintenance.

Light construction work and skilled assignments are common, as are minor repairs to equipment, vehicles, buildings, plumbing and/or irrigation systems, and facilities.

**\* Communication and Record Keeping**

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

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

Attend meetings as directed.

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

Develop and maintain positive working relationships with co-workers.

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

**\* Other Essential**

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

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

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

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.

**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 years' 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 and carry objects up to 50 pounds alone or heavier lifting with other employees.

Preferred qualifications and licenses/certifications include additional education or experience directly related to the job description such as construction, carpentry, plumbing, welding, turf care, tree care, and/or irrigation and/or job related certifications such as Journeyman or Master's plumbing license, pesticide applicator's certification in the turf and ornamentals category, a minimum of three years' experience as an apprentice plumber or irrigation system installer/operator/repair person, and/or a commercial driver's license and the ability to coordinate the safe lifting of loads exceeding 50 pounds with one or more employees.

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

Experience in performing manual and semi to skilled maintenance and repair work; performing some equipment repair, maintenance of turf, grounds, buildings and facilities.

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

Ability to handle skilled assignments, prepare written reports, and report problems and repairs to proper person.

Must be able to read, understand and interpret labels on pesticides, reports, manuals and to comprehend and follow oral or written instructions.

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

Capability to lift and carry objects up to 50 pounds alone or heavier lifting with other employees.

**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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Updated September 2020

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Employee's Signature

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Date

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Park Operations 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