



<b>JOB TITLE</b> Maintenance Support (Golf Course & Parks, Memorial Building)	<b>DATE</b> January 29, 2015
<b>DEPARTMENT</b> City Services Parks & Recreation - Seasonal	<b>COMPARABLE WORTH RATING</b> 40 - 43

**REPORTS TO: City Services Director/Lead Maintenance**

**SCOPE OF POSITION:**

General Statement of Duties: Performs a variety of semi-skilled and skilled work in the general operations of the City’s ice Arena facility; performs maintenance and operations of buildings, grounds and parks. Reassignment of duties within the job description occurs depending on the demand of the job, the activities of the Arena, time of the year, and general Parks and Recreation demands.

Supervision Received: Works under the direction of the City Services Director and Lead Maintenance.

Work Environment: Indoor and outdoors all-weather conditions and temperatures. Handles fuels, cleaning solvents and paints. May be scheduled Sunday-Saturday – Various work hours

Supervision Exercised: None.

**PERFORMANCE RESPONSIBILITIES:**

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the City Services Director and Lead Maintenance:

- Receive and follow instructions from Lead Maintenance or City Services Director.
- Check gas and oil prior to using motorized vehicles or mowers.
- Contact Lead Maintenance if any major repairs are needed.
- Clean all vehicles and refuel at the end of working day.
- Maintain in good functioning order, all mechanical equipment and machinery.
- Direct and perform the care and maintenance of all parts of buildings and grounds.
- Keep manager informed of all important matters.



- Performs routine janitorial tasks to include: sweeping, vacuuming, mopping, trash, etc. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, lights, etc.
- Assist with all maintenance including performing maintenance on buildings, structures, and playground equipment as needed.
- May work with Maintenance Lead Person to ensure softball, baseball and soccer fields are prepared and maintained based on scheduled activities.
- Set up various areas for events as required.
- Handle public inquiries and questions in a tactful and courteous manner. Assist public and all parties in using the facilities.

### **Seasonal Startup.**

- Clean litter and debris from winter season in all park and golf course properties, put out garbage cans/golf course equipment.

### **Seasonal Weekly Maintenance**

- Re-grade and level playground surfaces, top dress greens tees and bunkers (add additional material if needed)
- Hands on playground checks for safety situations.
- Hand mow or trim and edge playground bordering/golf course bunkers.
- Assist on golf course and parks construction projects as directed by Lead Maintenance.

### **Annual End of Season Maintenance**

- End of season cleanup, repair, and winterizing of golf course and park equipments structures.
- Collect garbage containers, clean and store.
- Assist where needed in City Services.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Receive and follow instructions and schedules.
- Valid Class "D" Driver's License
- Ability to work with user groups and the general public
- Understand and follow safety rules and procedures
- Perform other maintenance functions as directed by City Services Director and Lead Maintenance.
- Ability to use hand tools and operate motorized equipment and utility vehicles.
- Neat appearance and suitable work attire required.



- Exercise considerable judgement in selecting and using materials and equipment in maintenance work.
- Attention and care required to prevent damage to machines and light mobile equipment
- Moderate physical exertion, ability to lift and carry up to 55 pounds.

**MINIMUM QUALIFICATIONS:**

- High School Diploma, or equivalent
- Able to lift and carry up to 55 pounds.
- Valid Class "D" Driver's License

**REVIEWED AND APPROVED BY:**

Staff Representative –AFSCME

3/24/15

Date

City Administrator

4-1-15

Date