



JOB TITLE	DATE
Maintenance	October 21, 2011
DEPARTMENT	COMPARABLE WORTH RATING
City Services	

REPORTS TO –City Services Director

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: City Services Director, Maintenance Lead Person

Working Environment: Indoor, outdoor, varying temperatures; handle cleaning solvents, chemicals, paint material

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 Manager City Services:

- Maintain in good functioning order, all mechanical equipment and machinery.
- Direct and perform the care and maintenance of all parts of buildings and grounds.
- Investigate and repair all breakdowns of mechanical equipment. May receive outside assistance of outside contractors as required.
- Plan with manager a preventative maintenance program.
- Repair and maintain fans, faucets, sinks, toilets, water and steamlines. Perform general plumbing as required such as install sinks, repair faucets, maintenance of steam lines.
- Provide skill as mechanical repair service in maintenance of Zamboni and electrical circuits, motors and controls and lighting fixtures.
- Keep manager informed of all important matters.
- Keep daily records of all maintenance work completed.
- Maintains grounds, facilities, ice rink and related areas.



- 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.
- Perform various duties and assume other responsibilities as assigned by the Manager.

KNOWLEDGE, SKILLS, ABILITIES:

- Make general repairs to city building and equipment involving knowledge of mechanical and plumbing principles.
- 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
- Responsible for performing assigned maintenance work and operate machinery including plumbing and electrical work as directed by the manager.
- Ability to operate Fork Lift.
- Ability to read and understand MSDS sheets.
- Basic carpentry skills preferred.
- Moderate physical exertion; handle medium-sized tools. Ability to lift up to 55 pounds.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Class 'B' Drivers License Preferred
- Forklift certification.

REVIEWED AND APPROVED BY:



Staff Representative –AFSCME



City of Hibbing – Administrator

4/10/13

Date

4-10-13

Date