

CITY OF REDWOOD FALLS POSITION DESCRIPTION		
Parks and Recreation Maintenance Worker		
DEPARTMENT/DIVISION: Parks and Recreation	SUPERVISOR: Parks and Recreation Maintenance Superintendent	LOCATION: Parks/(RACC) Redwood Area Community Center
CLASSIFICATION: Full-Time, Non-Union, Non-Exempt		DATE: March 2013

SUMMARY OF POSITION:

Responsible for assisting the Parks and Recreation Maintenance Department in daily operations of the parks and recreation facilities, which includes the Redwood Area Community Center. Maintenance work as required to properly prepare facilities for scheduled programs and ensure presentable, safe and efficient operating conditions. Responsible for custodial/cleaning, maintenance and operation of buildings, HVAC and other mechanical systems, and management of furnishings and equipment. Additional duties include park maintenance operations in the park system such as mowing, cleaning, repair, minor construction, and zoo operations. Supervisory responsibilities with maintenance staff at Redwood Area Community Center.

Statement of Tasks (for Community Center):

1. Assist with the preparation of facilities for scheduled programs. Assists with floor layouts and sets up partitions, chairs, stage, etc. as needed. Returns equipment and materials to storage and cleans up at the close of programs/events.
 2. Assist with the installation/removal of the ice sheet. Work includes preparation and installation of boards and plexiglass screen, monitoring and servicing of refrigeration equipment, resurfacing machine, and regular ice resurfacing operations.
 3. Assist with the performance of building maintenance and repair functions. Work includes general custodial activities as well as some carpentry, painting, plumbing, etc. Coordinate work by outside contractors, consultants, or service providers as needed.
- Assist with the maintenance of surrounding grounds. Work includes snow and ice removal, mowing, trimming, and maintenance of all exterior facilities.
4. Assist with the maintenance of equipment. Services, performs minor building and equipment repairs, and light mechanical work. Monitor and maintain building's HVAC system.
- Assist or as directed by the supervisor, order, purchase and maintain cleaning supplies, maintain tools and equipment as necessary.
5. Assists in identifying and correcting safety hazards in all parks and recreation facilities and grounds.
 6. Responsible for supervision of maintenance staff at the Redwood Area Community Center.
 7. Any other duties as assigned generally deemed consistent with the stated objective.

Statement of Tasks (for Park System):

1. Performs a variety of manual and skilled tasks related to maintenance including mowing, raking, clearing brush, trimming trees, removing trash, sweeping, grading, shaping, digging, loading, and snow removal.
2. Maintain picnic, camping, play, and lawn areas.
3. Performs servicing and field maintenance or running repairs on equipment used.
4. Maintains zoo area. Work includes: Feeding and watering animals, cleaning animal pens, and overseeing the general health and welfare of the zoo animals.
5. Maintains park improvements. Work includes, but not limited to cleaning restrooms and shelter houses; treating septic tanks, repairing and painting benches, picnic tables, walks, fences, and playground equipment.
6. Operates all types of light and medium construction, maintenance, or repair equipment when so assigned.
7. Any other duties as assigned generally deemed consistent with the stated objective.

Requirements:

Ability to effectively communicate and deal courteously with co-workers and facility users, outside vendors and other City departments. Must be flexible in work schedule. Good knowledge and experience in building and grounds maintenance work. Strong mechanical abilities with some experience in HVAC refrigeration and other mechanical systems desirable. Ability to effectively plan, organize, and execute work duties. Ability to handle the physical requirements of building and grounds maintenance work. Must have a Class "D" drivers license with ability to get Class "B" driver's license within a reasonable period of time. Ability to work independently with little supervision.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.

The employee must be able to lift and/or move varying amounts of weight up to 75 lbs., depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist and work in a standing position for long periods. Duties will require individual to work at various heights via ladders or other lift equipment available. Must be able to walk on foot over rough terrain at varying degrees of slope. Employee must be able to work in various temperature and climatic conditions.

Must be capable of comprehending and receiving and giving instructions through verbal and written means.

After conditional offer of employment, candidate will undergo a thorough background check.

Pay Grade: 4

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