



The Jamestown Parks and Recreation District is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

Job Title: General Maintenance Technician

Reports To: Shop Foreman

Starting Salary Range: \$31,000- \$45,000

Classification: (Non-Exempt) Fulltime

Location: Parks Maintenance Shop

Job Summary: Employee will be assigned a variety of maintenance tasks supporting all parks and facilities throughout the Jamestown Parks and Recreation District. Employee may be asked to attend continuing education opportunities and achieve additional duty certifications pertaining to aspects related to the position.

Essential Duties and Responsibilities:

- Provides maintenance and care of all facilities and grounds in the Jamestown Parks and Recreation District.
- Assists outside contractors as directed by management.
- Assures that buildings and grounds are clean and safe.
- Participates in in-service educational programs, trainings, and staff meetings.
- Responds in a timely manner to all needs for facility repair or preventative maintenance.
- Grounds keeping to include mowing grass, trimming hedges, weed removal, planting flowers, etc.
- Shovels/blows snow to maintain safe vehicle and pedestrian transportation.
- Forestry tasks to include tree planting, watering, removal, and trimming.
- Painting and performing structural repairs to masonry, woodwork, and furnishings of buildings; may also include roof repair.
- Keep all shop equipment and tools organized and in good working condition.
- Replace defective parts and make any necessary adjustments to ensure safe and efficient operation.
- Submits paperwork accurately and timely.
- Perform other duties as assigned by the Parks Maintenance Foreman.
- Complies with laws/policies regarding Federal, State and Municipal Laws.

Qualifications:

Education:

- High school diploma or general education degree (GED); or one to three years of related experience and/or training; or equivalent combination of education and experience.
- Trade school and/or some college credit preferred but not required.

Experience:

- Preferred experience in carpentry, plumbing, electrical, or related work experience.
- Must be able to demonstrate technical skills through proven employment experience in each of the following: electrical, carpentry, heating and air conditioning, air handling operation, plumbing and grounds keeping.
- Ability to perform physical requirements of position as outlined.

- Position requires a person with a positive attitude who is pleasant, cooperative, committed to the team approach and displays a professional demeanor with community members, patrons, guests, and fellow workers.

Certificates, Licenses, and Registrations:

- Valid Drivers License
- CPR/AED and First Aid Certification (will provide course).
- Ability to obtain certification in playground safety inspection
- Ability to obtain certification in herbicide and pesticide application.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units or measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Background Check:

- All applicants will be subject to a criminal background check.

Working Conditions:

- This position will require the attendance at regular team meetings, trainings and special planned events. You may be asked to work evenings, weekends, extended shifts and on call as needed.
- This position requires working outdoors during all seasons of the year. Temperatures range from 20 degrees below zero to 90 degrees above Fahrenheit.
- Daily activities may include the use of; hand tools, power tools, power washer, snow blowers, lawn mowers, trucks and/or tractors with snow blades, ladders, and proper chemical use.
- Individual must be able to work as part of a team as well as independently to complete tasks.

Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, this employee is an indoor and outdoor setting where he or she may be subject to noise and distraction; may require muscular exertion and/or physical strain; while conducting certain tasks. Employee must be able to sit, stand, walk, bend, stoop, crouch and kneel. Must be able to speak, hear, and understand the English language. This employee regularly is required to lift and/or move up to 30 pounds. This employee occasionally is required to lift and/or move up to 50 pounds.

Direct Reports:

None

Approved by:	
Date approved:	
Reviewed:	