**Job description**

***Job information***

**Title:** Maintenance Technician

**Classification:** Operations I/Non-Exempt

**Salary Range:** $32,000-$48,000 Annually

Salary adjustments are determined annually by the Devils Lake Park Board Commissioners

**Benefits:** Standard benefits of the Devils Lake Park District are provided

**Supervisor(s):** Parks and Facilities Manager

Golf Course Superintendent

Dockside Entertainment Manager

Superintendent of Parks and Recreation

***Job Summary***

Worker will be assigned a variety of tasks supporting all Divisions and all areas and facilities within the Devils Lake Park District system on a year-round basis. Worker is responsible for safe, efficient operation of equipment, tools, and safe work procedures on the job. Duties will be primarily split between three areas: Operations, Creel Bay Golf Course maintenance, and Dockside Entertainment maintenance.

***Responsibility/Accountability***

Worker is directly accountable for own actions or inaction.

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

***Duties and Tasks***

The following statements are intended to describe the general nature and level of work to be performed by the individual within the 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.

Worker has the duty to make purchases only after receiving permission from a supervisor.

Worker may be accountable to handle skilled assignments; however, all staff are expected to accept any assignments from the Superintendent or Division Supervisors.

Worker is responsible for personal neatness, attire, vehicle cleanliness, communicating repair needs and job site neatness.

Worker is to inform supervisor(s) prior to running out of supplies, scheduling special tools or equipment.

Worker is responsible for safety in handling pesticides and other chemicals.

Worker is responsible to inform supervisor(s) or proper staff person of job problems, broken equipment, building damage, potential safety violations, and to inform supervisor(s) that certain tasks were not completed before accepting new assignment.

Performs a variety of tasks that range from skilled to unskilled work.

Frequently involves operation of a truck, tractor, light equipment, and power hand tools, turf care, maintenance of athletic facilities, construction and some carpentry.

Worker is responsible for safe and efficient operation of equipment, tools, and on the job safety.

Employee maybe called upon to clean rest rooms, make garbage runs and other laboring type assignments.

Light construction work is common, as are minor repairs to equipment, vehicles, buildings and facilities.

May involve supervision of seasonal and temporary employees.

***Job specifications***

Capability to lift and carry objects 50 to 70 pounds alone or heavier lifting with other employees.

Valid driver’s license is required for class of vehicle to be driven.

Commercial pesticide certification in the category of Ground, Ornamental and Turf, and maintenance of certification is required or working to get the certification.

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

Completion of high school education or equivalent (GED).

Submits paperwork accurately and timely. Prepare written reports, action and report problems and repairs to proper person. Must be able to read, understand and interpret labels of pesticides, reports, manuals and other oral or written instructions.

Experience in performing manual and semi to skilled maintenance and construction work.

Experience or training in performing some equipment repair, maintenance of grounds, buildings and facilities.

Complies with laws/policies regarding Federal, State and Municipal Laws, and Federal and State Safety Regulations.

Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.

***Working Conditions***

Worker is required to be on time and work 40 hours a week and overtime when required. Absences must receive prior approval by supervisor.

Work is primarily outdoors and requires possible working under extreme conditions.

Employee is required to take on-call assignments, to work nights, weekends and /or holidays on a rotating or emergency basis. Work may involve close supervision.

May be assigned to work in all areas such as pool, arenas, golf course, entertainment center, Recreation Division, or joint projects with other entities.

Requires working with pesticides, frequent lifting (50 to 70 pounds) and laboring tasks.

Requires good attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Devils Lake Park District Divisions.

***AAP/EEO STATEMENT***

Devils Lake Park District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Devils Lake Park District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.