

**JOB TITLE** Parks & Facility Maintenance Worker II

(Sports Fields/ Park Operations/ All Seasons Arena)

**DEPARTMENT** Park Operations and Facilities

**REPORTS TO** Facility Supervisor/ Park Supervisor

**STATUS** Full-time, Non-Exempt

Updated: January 2025

JOB SUMMARY

This position is responsible to actively participate in the overall maintenance of the Mandan Sports Fields, Mandan Park Operations and the All-Seasons Arena

This position is responsible for the maintenance of sports fields, parks, trails and the All-Seasons Arena. A 40-hour work week is expected for this position and may include some weekends, holidays and special events. The position will include periodic supervision, and facility checks during evenings and weekends, as well. Weekend, holiday and special events will be determined and communicated between the Facility Supervisor and Park Operations Manager. This is a non- exempt, hourly position. Hours worked over the 40-hour work week shall be earned as paid overtime at one and one- half (1.5) hours times the base rate, for each hour worked in excess of the 40-hour work week.

JOB DUTIES/RESPONSIBILITIES:

Sports Fields/ Park Operations

Assign, train and assist seasonal staff.

* Prepare fields and/ or facilities for everyday use.
* Participate in the applications of herbicides, pesticides and fertilizers.
* Operate machinery/vehicles (Bobcat, front end loader, mowers, dump truck, weed whip, utility vehicle, etc.) in a safe manner.
* Assist in the maintenance and repair of equipment and keep equipment and machinery clean.
* Responsible for the repair and maintenance of plumbing and irrigation systems.
* Maintenance of indoor facilities (clean restrooms, windows, fixtures and equipment; scrub floors; service HVAC and plumbing equipment; etc.).
* Assist with inventory control and security.
* Participate in the inspection, repair and maintenance of playground equipment at playgrounds.
  + Attend the CPSI course.
* Work in other Park District areas doing landscaping, tree maintenance, snow removal, etc.
* Perform other related duties as assigned.

All Season Arena- Hours may vary between the opening of the building at 7:00 am and closing of the building at 9:00 pm.

* Perform general maintenance for sports courts, locker rooms, and all common areas.
* Setup and teardown facility for appropriate function (i.e., setup Volleyball standards prior to volleyball practice. Setup basketball hoops prior to practice.)
* Perform cleaning services in all areas of the All Season Arena.
* Operate the floor scrubber and all related cleaning/maintenance equipment.
* Assist in the training of part-time and seasonal staff in all applicable operations.
* Assist in the removal of snow by operating a pick-up truck with a plow, snowblower, Bobcat.
* Troubleshoot maintenance and repair problems and take corrective actions
* Operate other equipment as necessary to complete work.
* Work with user groups of the All Seasons Arena.
* Perform other related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE

* High school or GED equivalent.
* One to two years related experience.
* Any combination of education, training and experience that demonstrates the ability to perform the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES

* Ability to work nights and weekends.
* Ability to be accessible during events occurring in the assigned work areas.
* Knowledge of maintenance of ballpark facilities and parks grounds.
* Knowledge of equipment operation and general maintenance procedures.
* Skill in the operation and maintenance of assigned tools and equipment.
* Ability to communicate with supervisors and staff regarding ongoing operations, job status, safety concerns and needs within the department.
* Verbal and written communication skills.
* Able to work independently and as a member of a team.
* Must have a valid driver’s license.
* All candidates are subject to a background check and must pass a drug and alcohol test.

SUPERVISORY

This position may provide limited supervision of assigned crews in specific areas.

WORK AND PHYSICAL DEMANDS

The work is typically performed outdoors and indoors in varying warm and cold temperatures and on a slippery surface. The employee occasionally lifts light and heavy objects, climbs ladders and uses tools or equipment requiring a high degree of dexterity. The employee may be exposed to noise, dust, dirt, grease, irritating chemicals and machinery with moving parts.

WORK HOURS

Work hours will vary including days, nights, weekdays and weekends.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.