Job Title: Maintenance Specialist
Department: Watford City Park District
Status: Non-Exempt
Benefits: Standard District Benefits are provided
Hourly Wage: DOE
(The Park District Board annually determines adjustments)
Supervisor: Facility Maintenance Coordinator**/**Parks Director

Summary

- Responsible for maintenance, operations and cleanliness of the Rough Rider Center.
- Responsible for maintenance and operations of parks grounds and related facilities.
- Performs maintenance of vehicles and equipment of the Rough Rider Center and Parks Department

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

Job Duties/ Tasks

- Maintain records of all maintenance on vehicles, equipment, safety concern reports, incident/accident reports
- Maintain water conditioning unit for ice arenas
- Service, maintain, and operate evaporative water-cooling system
- Have a working knowledge of HVAC systems, including dehumidifiers
- Have a working knowledge of ice production systems and maintenance for two ice rinks
- Performs pool maintenance, which includes routinely checking pumps, filters, chemical feeders, valves, water chemistry and chemicals
- Maintain Park District vehicles and equipment
- Weekly mowing and trimming of all grounds at the Rough Rider Center and high school in conjunction with the Park District staff.
- Rake grass clippings as needed
- Push mow hockey side hill
- Keep RRC border rock, plantings free of grass and weeds as needed.
- Periodically mow or push mow side hills and around bleachers, removing weeds
- Clean up rock and garbage in all the parking lots except north, east and south of high school
- Weekly or as needed trash removal from garbage bins in front of facility
- Ability to participate in the application of Herbicides and Pesticides
- Assist in the repair of plumbing and irrigation systems
- Able to operate front end loader, bobcat, mowers, scissor lifts, hand and power tools
- Assists in the snow removal activities of the Park District
- Participates in the inspection, repair and maintenance of playground equipment
- Assists with the setup of facilities/parks for events, meetings, classrooms, conferences, etc.
- Use and maintain assigned power equipment and hand tools
- Clean dugouts and remove all rock on sidewalks around baseball before games, pickup foreign debris from field
- Check football and baseball fields bleachers and repair as needed
- Train for and do maintenance for turf fields

- Spray rock around trees as needed
- Clean loading dock area, generator, west walls and near dumpsters free of debris
- Wash equipment; use ladders when required in work assignments
- Lock and unlock assigned buildings
- Follow instructions regarding the use of chemicals and all supplies
    - Use of all chemicals and all supplies as directed
- Attend to emergencies when necessary
- Attend safety meetings and other related meetings
- Take classes as required in maintenance methods and techniques, new products, First Aid, CPR, and working relationships
- Helps with inventory control and security
- Safely operate all vehicles and other job-related equipment
- Stripe employee and hockey garage parking and no parking areas
- Performs other duties as assigned

Knowledge Required for Position

- Maintenance procedures of the Rough Rider Center, parks grounds, ice rinks, and indoor pool
- Equipment operation and maintenance procedures
- Log preparation and maintenance reporting

Working Conditions

- The work will be performed indoors and outdoors. The employee may be exposed to noise, dirt, dust, grease, irritating chemicals, and machinery with moving parts. The work may require but is not limited to the use of personal protection devices such as gloves, masks, hearing protection, glasses or goggles etc.
- The work is typically performed while sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment that require a high degree of dexterity.

Requirements

- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Current CPR Certification, or able to obtain within 6 months
- Ability to work weeknights and weekends as needed
- Ability to work with limited supervision
- Ability to lift a minimum of 50 pounds or heavier lifting with other employees
- Ability to effectively communicate verbally and in writing
- The knowledge and ability to manage multiple tasks
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation