



The Jamestown Parks and Recreation Department is dedicated to providing and preserving the highest quality of parks and program services for our citizens as possible with the resources available.

<b>Job title</b>	Facility Maintenance/Pool Services Attendant
<b>Reports to</b>	TRAC Facility Maintenance Supervisor
<b>Salary Range</b>	\$8-12 Hour
<b>Classification</b>	Non Exempt Part Time (Could expand to full time Salaried Position)

### Location

This position will be located at the Two Rivers Activity Center (TRAC). TRAC is a state-of-the-art recreation center designed to support health and wellness for all ages. Our cause is to make our community the best place to live and play by providing resources, programs and opportunities that promote health and well-being. Our work focuses on; health and wellness programming, recreational and leisure activities, and youth development.

We value;

- **Community-** We are all in this together.
- **Quality-** We provide an exceptional experience.
- **Integrity-** We act with high ethical standards.
- **Inspiration-** We believe in what we do to make a difference.

### Job Summary

Under the general supervision of the TRAC Facility Maintenance Supervisor the Facility Maintenance Technician will provide the overall care and maintenance of the physical building and grounds for TRAC including, but not limited to: heating, plumbing, ventilation, air conditioning, pool maintenance and janitorial as needed.

### Core Competencies

#### Guest Service

- Interacts with guests/families in a warm and friendly way.
- Listens to understand what guests/families have to say.
- Takes immediate action to meet guests/family requests or needs.

#### Safety

- Recognizes safety hazards and takes corrective action; seeking assistance when needed.
- Demonstrates knowledge of operational policies and procedures.
- Performs work safely, without causing harm or risk to self, others or property.

## **Mission and Values**

- Demonstrates personal commitment to the Mission and Values of Jamestown Parks and Recreation and Two Rivers Activity Center.
- Initiates collaboration with others outside of service area.
- Models accountability for learning by sharing knowledge and learning from others.
- Regular and predictable attendance is required.

## **Interpersonal/Communication/Relationships**

- Builds effective working relationships.
- Expresses appreciation to others for their work.
- Treats others with respect.

## **Equipment**

- Demonstrates skill in use of equipment relevant to position; verbalizes knowledge of appropriate safety procedures.
- Identifies equipment problems; seeks out appropriate person to make repairs, consistently informs appropriate person of problems encountered with repairs or calibration of equipment.

## **Duties and responsibilities**

- Provides preventative maintenance and care for the TRAC facility. This includes but is not limited to: HVAC maintenance/repair, minor electrical maintenance/repair, minor plumbing maintenance/repair, and fitness equipment maintenance. Assists outside contractors as directed by management.
- Assures that buildings and grounds are clean and safe.
- Works with custodial staff to assure that facility is spotless.
- Participates in in-service educational programs and staff meetings.
- Responds in a timely manner to all needs for facility repair or preventative maintenance.
- Shovels/blows snow to maintain safe walking paths.
- May engage in 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.
- On call as needed.
- Submits paperwork accurately and timely.
- Responsible for pool maintenance and cleaning which may include the use of a robot and or manual bottom/wall cleaner, pressure washer, and floor cleaning machine.
- Perform other duties as delegated by the TRAC Facility Maintenance Supervisor.

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

## **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.

### **Experience:**

- Preferred experience in HVAC, 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, and plumbing.
- 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 members, families, guests, and fellow workers.

### **Certificates, Licenses, and Registrations:**

- Valid Drivers License
- CPR/AED and First Aid Certification (will provide course).

### **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.

## **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 outdoors during all seasons of the year. The above-mentioned activities may include the use of; hand tools, power tools, power washer, snow blowers, trucks and/or tractors with snow blades, ladders, and proper chemical use.

All applicants will be subject to a criminal background check.

## **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 occasionally required to use fine motor skills to operate a computer, keyboard, and mouse. Frequently must walk, stand, climb, balance crawl, 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, wet and/or humid conditions. The employee is occasionally exposed hot/cold and snow; precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate. Occasionally loud requiring hearing protection.

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<b>Approved by:</b>	<i>Amy Walters, TRAC Facility Manager</i>
<b>Date approved:</b>	<i>April 16, 2018</i>
<b>Reviewed:</b>	