



Full-Time Facility Maintenance Assistant Job Description

Performs semiskilled work related to facility maintenance, and facilities use, and related work as apparent or assigned. Work is performed under the limited supervision of the Parks and Recreation Facility maintenance supervisor or Parks and Recreation Director.

Qualifications Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for assisting and inspecting various recreational facilities.
- This position will work directly with recreational facility maintenance.
- Assists in conducting activities in recreation center and outdoor facilities.
- Mows, weed eat and maintain parks and open spaces.
- Perform routine maintenance of restrooms, and facilities.
- Perform custodial work at all facilities.
- Maintain and repair work at all facilities.
- Patrols facility ensuring the safety of program participants and the proper use of equipment and facility.
- Responsible for the general maintenance, cleaning, and inspection of the recreation department; including gymnasium, activity rooms, lobby, kitchen, concessions, and restrooms.
- Provides support to the department and staff as needed.
- Represents the department well by offering quality customer service to the public including internal and external customers while bringing a positive attitude to work each day.
- Help maintain Equipment.
- Assistant to maintenance supervisor
- Conduct and construction and/or Installation assigned by supervisor.
- Assist with special projects and events.
- Ensure safety measures.
- Performs other duties as assigned.

General knowledge of the principles and practices of facility maintenance work; general knowledge of one or more phases of facility maintenance; ability to provide working knowledge of landscaping, repairing and custodial work; skill in the use of instruments, tools or other equipment used in facility maintenance; ability to establish and maintain effective relationship with city officials, associates, activity participants and the public. Some knowledge of basic computer programs such as MSWord, Excel, Publisher, Outlook, internet Explorer, and the

ability to work in and learn various databases.

High school diploma or GED

Proven ability to provide quality maintenance service.

Must be familiar with recreational programs including, but not limited to knowledge of various sports and their basic rules.

Must be familiar with facility maintenance, equipment and repairing, but not limited to knowledge of various facility maintenance and their safety rules.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force. Frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work frequently requires standing and walking and occasionally requires sitting, speaking or hearing, using hands to finger, handle or feet, pushing or pulling and lifting; work has a standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; this work does not require any specialized sensory utilization; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy environment.

Special Requirements

Driver's License

1 year experience (Preferred)

Hours

Varies

Pay Rate

Varies

Employee: _____

Department Director: _____

HR: _____

City Administrator: _____