

CITY OF LE SUEUR POSITION DESCRIPTION		
PARKS & RECREATION MAINTENANCE (PART-TIME)		
DEPARTMENT PARKS & RECREATION	SUPERVISOR PARKS & RECREATION MAINTENANCE SUPERVISOR	SUBORDINATES NONE

DEFINITION:

Under the direct supervision of the Parks and Recreation Maintenance Supervisor, the Parks & Recreation Maintenance position is responsible for the daily operational maintenance tasks for the Parks & Recreation Department, including: parks, community center, arena, outdoor and indoor pools, and sports fields.

ESSENTIAL FUNCTIONS OF THE JOB:

- General maintenance for the Parks & Recreation Department including maintenance, janitorial and related cleaning activities.
- Enforces building security procedures, including opening and closing the facility.
- Operates ice resurfer on schedule and perform general maintenance of ice resurfer.
- Maintains a preventive maintenance program for the facility as established by the Parks & Recreation Maintenance Supervisor.
- Cleans, maintains and repairs all facilities and amenities within the Parks & Recreation Department.
- Maintains all tools and equipment used in daily operations.
- Assists in special events preparation.
- Performs physical demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

ADDITIONAL FUNCTIONS OF THE JOB:

- Participates in Professional Staff Development. Participates in training and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and departments from other cities and states to learn about and maintain professionalism.
- Performs other related functions as assigned or apparent.

EQUIPMENT USED:

Ice edger, pool vacuum, Zamboni, small tools, floor scrubber, mops and brooms, vacuum, mowers, trimmers, pickups, blower, and utilizes a wide variety of motorized, electric, and hand tools as well as vehicles.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of maintenance and janitorial procedures.
- Knowledge of ice making procedures, ice resurfacing operations, and skate sharpening.
- Ability to use a variety of small hand tools.
- Ability to communicate with all different types of people.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.

PREFERRED QUALIFICATIONS:

- Two years of pool, fitness center, and/or ice facility and maintenance experience.
- Possession of Certified Pool Operator Certificate.
- Previous experience in the maintenance of parks and recreation facilities.

CONDITIONS OF EMPLOYMENT:

- Possession of a valid MN Class D driver's license, or the ability to obtain within six months of employment.
- Possession of a First Aid/CPR/AED certificate, or the ability to obtain within six months of employment.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

Hours of work are structured to meet service demands and the needs of the public served. The incumbent will be scheduled for variable hours, with a minimum of 20 - 25 hours per week. Evening and weekend hours may be required.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

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.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside, and on uneven ground. This position may be exposed to the following: dust, dirt, fumes, gases, chemicals and other substances, noise, moving objects, heat, cold, extreme cold, wetness, humidity, and marked changes in wetness/humidity. Activities that will occur continuously, more than 5 hours, are: use of right foot, left foot and both feet

at the same time and talking. Activities that will occur frequently, 3 to 5 hours, are: standing; walking; use of finger and hands; handling; seeing with near vision; carrying up to 10 pounds; and lifting up to 24 pounds. Activities that occur occasionally, 1 to 3 hours, are: bending; stooping; squatting; crouching; pushing; pulling; climbing staircases; reaching at and below shoulder level with the right, left and both shoulders at the same time; fine manipulating; hearing; seeing with far vision, depth perception, accommodation, color vision, and field of vision/peripheral vision; and carrying and lifting up to 50 pounds. Activities that occur infrequently, up to 60 minutes, are: crawling; kneeling; twisting; climbing heights; reaching above shoulder with the right, left, and both shoulders at the same time; sense of touch; smelling; carrying and lifting over 75 pounds. This position will require the use of an automobile and motorized vehicles.