

Maintenance Technician

Reports to: Maintenance Supervisor

Summary: Perform all duties and responsibilities necessary to ensure the general maintenance of all parks, facilities, and equipment.

Duties and Responsibilities:

The job of Maintenance Technician entails performing a variety of construction, repair and maintenance work associated with parks and recreational facilities. The Park Maintenance Technician likewise performs related tasks and duties that may be required of them to do such as plumbing, masonry, electrical, painting, minor road repair, grounds-keeping and other park maintenance and repair work. The position ensures completion of projects as scheduled and performs other duties as assigned.

Duties and Responsibilities:

- Perform carpentry, plumbing, electrical, painting, snow removal and lawn work.
- Perform routine inspections of mowers, tractors, trucks and other machinery including small engine repairs.
- Assist with preventative, routine and emergency maintenance and record keeping of all park equipment and facilities.
- Operate backhoe, loader, dump truck, tractors, and other equipment as needed.
- Assists in the construction and assembly of park and recreation equipment.
- Assist with the supervision of part-time and seasonal employees as required.
- Assist with supervision of community service workers, volunteers and new employees and projects as assigned; responsible for the safe operation of equipment and safety and security of park areas and individuals in park areas.
- Respond to emergencies on a 24-hour call basis as needed.
- Perform other reasonably related duties as assigned by immediate supervisor.

Job Skill Requirements:

- Knowledge of equipment and building maintenance practices, procedures and operations.
- Basic skills in operating and maintaining backhoes dump trucks, tractors and chainsaws.
- This position requires the employee to be able to walk, lift carry, push climb and operate machinery and vehicles.

- Basic working knowledge of 110V/220V electrical and plastic/steel/copper plumbing experience.
- Provide responsive, high quality service to employees, co-workers and members of the public
- Ability to read, understand and follow instructions, correspondence and memos, ability to write and present effective information.
- Ability to work on multiple projects at one time.
- Valid Indiana driver's license
- Possess or obtain a CDL Class A license within 90 days of employment.
- Possess or ability to obtain a Certified Pool Operator Certification (CPO) within one year of employment.
- Possess or ability to obtain a Certified Playground Safety Inspector Certification (CPSI) within two years of employment.

Employment Standards

- High school graduation or its equivalent
- Two years of broad experience in construction and general maintenance
or
- Equivalent combination of training, education and experience that would provide the required knowledge, skills and abilities.

Knowledge of:

- General principles of construction, plumbing, electrical, masonry, and painting work
- Operation and maintenance of common types of light to heavy equipment used in construction and landscaping.

Skill to:

- Fabricate and weld metal
- Use and manipulate small hand tools such as screwdrivers and hammers as well as larger tools such as shovels, trowels, rakes
- Construct, maintain, and repair various types of structures used in park facilities

Ability to:

- Read, understand and interpret construction plans, blueprints, and manuals
- Establish and maintain working relationships with others
- Keep records and prepare reports sufficient to document inspections
- Keep inventory of supplies and materials
- Make arithmetical computations
- Ability to reason
- Frequently stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; and talks or hears. Occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell;

- Exert heavy physical effort necessary to perform certain park maintenance tasks, involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling and lifting, carrying, pushing and/or pulling of objects and materials weighing up to 90lbs.
- occasionally lift and/or move more than 100 pounds;
- specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus

Working Conditions:

- Exposure to excessive noise, extremes in temperature, humidity or wetness, dust, gas, fumes or chemicals, and require the use of special visual or auditory protective equipment.
- Will be driving cars, trucks, tractors and other equipment.
- Will be working around equipment and machinery, walking on uneven ground and working at heights.

Work Schedule and Availability

- General work schedule of Monday through Friday from 7am-3:30pm with a 30 minute lunch
- Occasional evenings closing the park
- Must be able to work flexible hours with overtime during prime seasons.
- Position requires additional hours outside of their regularly scheduled shift for emergency or on-call situations, special events, and snow removal
- Must respond to emergency conditions, and therefore able to report within a 20-minute period of time to the assigned area.

Special Considerations:

- A probationary period of six months' time will be applied to this position. Evaluations will occur at the six-month mark and thereafter according to Park Policy.
- After accepting an offer of employment, applicant is required to have a physical examination by a doctor of the Town's choice, verifying the applicant's physical ability to perform the duties described.
- Must pass conditional post offer background investigation, drug screen and motor vehicle check.