

TOWN OF NORTH MANCHESTER

POSITION DESCRIPTION

An Equal Opportunity Employee

Class Title: ASST.PARK FACILITIES MGR.

Class Number:

Position Title: Assistant Park Facilities Manager

Position Number:

Dept./Div: Parks and Recreation

Report To: Park Facilities Manager

Pay: \$15.00-18.00/hr

Incumbent:

Employment Status: Full-time

FLSA Status: Non-Exempt

JOB RESPONSIBILITIES:

Under the direction of the Parks & Recreation Director, the Assistant Park Facilities Manager assists with managing facility and ground maintenance issues; Performs a variety of skilled and unskilled building, mechanical and grounds tasks.

QUALIFICATIONS:

High school diploma or equivalent and vocational training or practical experience in building and mechanical maintenance repair work.

LICENSURE OR CERTIFICATION REQUIREMENTS: (* indicates certification after 6 months of employment)

Valid Indiana Driver's License. *Certified Pool Operator (CPO) certification/Aquatic Facility Operator (AFO), *Cardiopulmonary Resuscitation (CPR); *Playground Safety Inspector Certification preferred (CPSI). CDL not required, but beneficial.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

Assists in the mechanical, plumbing and electrical operations of the indoor pool including: water chemistry; chemical tests; water temperatures; equipment; heating/AC and air flow; and scheduled maintenance issues.

Manages parks maintenance functions; develops project planning, performs scheduled inspections of all park facilities and playground equipment for safety; participates in an extensive seasonal lawn care program; participates in landscaping program; supervises daily cleaning and maintenance of park facilities; constructs park improvement projects; operates power equipment to perform park maintenance and repair activities; routinely patrols parks and facilities; snow removal, investigates emergency maintenance and repair situations and determines appropriate action; maintains maintenance project records and reports.

Assists with the construction and maintenance of athletic fields, playgrounds, buildings, facilities and equipment.

Performs equipment and vehicle maintenance/repair functions; performs preventative maintenance; diagnoses malfunctions; uses electric welding equipment to repair and or fabricate equipment and parts.

Detects and repairs actual and/or potential safety hazards in parks, facilities, vehicles and equipment.

OTHER DUTIES AND RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Conducts periodic inventory; maintains stockroom according to established procedures; routine cleaning and repair of facilities; supervise and assign volunteers and probation workers (people sentenced to perform community service hours); process and maintain daily work plan records.

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties

Knowledge of: organizational policies, procedures, goals and objectives; building/grounds construction, maintenance and repair; mechanical, computer, and vehicle maintenance/repair; park/recreation facilities, equipment and supplies; trees and other plants.

Skill in: carpentry; electrical; masonry; plumbing; welding; computer use.

Ability to: work on-call or perform after hours work/repairs if necessary, interpret a variety of instructions in written, oral, picture or schedule form; exercise independent judgment, communicate effectively; develop and maintain effective working relationships; perform heavy manual labor, including lifting up to 100 pounds; swim.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Pool equipment, trucks, mowers, welding equipment, miscellaneous hand and power tools, tractor with attachments.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Periodic exposure to severe weather; traffic and fumes. Occasional exposure to construction hazards; heat and/or sun; electrical hazards; and hazardous driving conditions. Frequent exposure to loud noise; and potentially hazardous chemicals (e.g., pesticides and herbicides).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent's signature below signifies that they have reviewed and understand the contents of this position description.

(Approval of Employer)

(Date)

(Employee Signature)

(Date)