

Maintenance with Waste Management Assignment Bismarck Parks and Recreation District

The Bismarck Parks and Recreation District is accepting applications for a full-time Maintenance with Waste Management Assignment position. The primary functions of a Maintenance position are to assist in the maintenance, improvement, repair, and operation of all the parks, athletic complexes and facilities owned or managed by the Bismarck Parks and Recreation District (District). Employee will be assigned a variety of tasks supporting all divisions and all areas and facilities within the District system.

The Waste Management assignment will entail operation of the District's garbage truck and will include emptying of all garbage receptacles within the Operations Division on a regular and timely basis. It will also include regular cleaning and servicing of the truck and receptacles.

Position will require employee to be transferred to one of the other divisions during the off-season, approximately November through March, weather dependent.

Position requires an Associate's degree in a field directly related to the job description **or** a high school diploma (or equivalent) with a minimum of two years' work experience in a position related to the job description, a valid driver's license for class of vehicle to be driven, and the ability to lift 50 pounds alone or heavier lifting with other employees.

Preferred qualifications include additional education or experience directly related to the job description such as waste management, construction, carpentry, plumbing, welding, turf care, tree care, and/or irrigation operation and/or repair, additional licenses and/or certifications related to the job description such as a pesticide applicator's certification in the turf and ornamentals category, training and/or certification as a Playground Safety Inspector, Journeyman or Master's plumbing license, and/or Certified Arborist, and/or the ability to coordinate the safe lifting of loads exceeding 50 pounds with one or more employees. Although a Class B Commercial Driver's License (CDL) is not required to operate the District's truck, it is required to operate any loaned trucks owned by the City of Bismarck. Since it is probable that employee may need to operate this type of vehicle, possession of a CDL or ability to pass the CDL exams within six months of hire is preferred.

The position will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Starting bi-weekly salary range is \$1,600 - \$1,750 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be received by 5:00 pm on August 14, 2019 or until the position is filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job descriptions and application can be viewed and obtained at the Park District office or at www.bisparks.org.

EOE



JOB DESCRIPTION

JOB INFORMATION

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|-----------------|---|
| Title: | Maintenance |
| Classification: | Operations III/Non-Exempt |
| Salary Range: | Salary adjustments are determined on an annual basis by the Board of Park Commissioners |
| Benefits: | Standard benefits of the District are provided |
| Supervisor (s): | Park Operations Manager |

JOB SUMMARY

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The Waste Management assignment will entail operation of the District's garbage truck and will include emptying of all garbage receptacles within the Operations Division on a regular and timely basis. It will also include regular cleaning and servicing of the truck and receptacles.

Position will require employee to be transferred to one of the other divisions during the off-season, approximately November through March, weather dependent.

Employee is responsible and accountable for own actions or inaction and is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

*** ESSENTIAL FUNCTIONS**

*** Facility and Equipment Operations**

The Waste Management assignment is responsible for the operation of the District's garbage truck and will include emptying of all garbage receptacles within the Operations Division on a

regular and timely basis. It will also include regular cleaning and servicing of the truck and receptacles.

Assist in the maintenance, improvement, repair, and operation of all the parks, athletic complexes and facilities owned or managed by the District.

General tasks may include the maintenance of an indoor facility and may include evening and weekend hours.

Safe and efficient operation of all equipment and tools and due care and safety in handling pesticides and chemicals, safe practices on the job site, and care and upkeep of vehicles, tools, and equipment.

Operation of trucks, tractors, equipment, and hand tools, turf care, plumbing, irrigation system operation/repair, maintenance of athletic facilities, construction and some carpentry.

Light construction work and skilled assignments are common, as are minor repairs to equipment, vehicles, buildings and facilities.

Clean restrooms, remove litter/garbage, and other janitorial and custodial duties.

*** Communication and Record Keeping**

Responsible to communicate with supervisors and staff regarding the on-going operations, job status, safety concerns and needs within the division.

Generate and maintain records and reports relating to maintenance activities, inspections, pesticide/fertilizer applications, etc.

Assist individuals and groups as needed within the policies and procedures of the District.

Develop and maintain positive working relationships among staff.

Represent the District in a positive manner at all times.

*** Other Essential**

Ability to lift 50 pounds alone or heavier lifting with other employees.

Supervise seasonal or temporary employees, including evaluation of seasonal employees.

Follow all District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Other Job Duties

Responsible for personal neatness, attire, vehicle cleanliness, communicating repair needs and job site neatness.

Inform supervisors prior to running out of supplies, scheduling special tools or equipment.

Other duties as assigned.

JOB SPECIFICATIONS

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Knowledge of turf management, construction, irrigation systems, plumbing, welding, arboriculture, landscape installation and maintenance.

Ability to prepare written reports, and report problems and repairs to proper person, handle skilled assignments, and must be able to read, understand and interpret labels on pesticides, reports, manuals and to comprehend and follow oral or written instructions.

Successful experience operating a variety of light equipment and power tools, experience in performing manual and semi to skilled maintenance and repair work and experience in or training in performing some equipment repair, maintenance of turf, grounds, buildings and facilities.

WORKING CONDITIONS

Employee is required to work 40 hours a week and overtime when required. The schedule is determined by the immediate supervisor and may include evening and weekend hours. Absences must receive prior approval of supervisor.

Work is primarily outdoors and requires working under extreme conditions.

Employee is required to take on-call assignments, to work nights, weekends and/or holidays on a rotating, scheduled, or as needed basis.

May be assigned to other District divisions or joint projects with other entities.

Updated July 2019

Employee's Signature

Date

Division Manager's Signature

Date

Division Director's Signature

Date

Executive Director's Signature

Date