

Maintenance Bismarck Parks and Recreation District

This position will assist in the maintenance, improvement, repair and operation of all the parks, athletic complexes, and facilities owned and managed by the Bismarck Parks and Recreation District. Employees will be assigned a variety of tasks supporting all divisions and all areas and facilities within the Bismarck Park District system.

Employee will be responsible for noxious weed control within the Bismarck Parks and Recreation District owned and managed property. Extra emphasis will be placed on addressing noxious weeds through chemical, mechanical and biological control methods.

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 year's work experience related to the job description, a valid driver's license for class of vehicle to be driven, the possession of or the ability to obtain a Pesticide Applicator's Certification in the turf and ornamentals category within 90 days of hire date, and the ability to lift 50 pounds or heavier lifting with other employees.

Preferred qualifications include additional education or experience directly related to the job description such as construction, carpentry, plumbing, welding, turf care, tree care, and/or irrigation operation and/or repair, possession of a pesticide applicator's certification in the turf and ornamentals category and/or additional licenses and/or certifications related to the job description such as a training and/or certification as a Playground Safety Inspector, Journeyman or Master's plumbing license, Certified Arborist, and/or a commercial driver's license.

Starting bi-weekly salary range is \$1,575 - \$1,700 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 February 27, 2018. 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

Title: Maintenance

Classification: Operations III

Salary Range: Salary Range: Salary range and 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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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**

Responsible for noxious weed control within the Bismarck Parks and Recreation District owned and managed property. Extra emphasis will be placed on addressing noxious weeds through chemical, mechanical and biological control methods.

Responsible for 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, 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.

Responsible to 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.

Attend meetings with Manager/Superintendent/Specialist to maintain a dialogue relating to park/athletic field status.

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

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

Develop and maintain positive working relationship among staff.

Represent the Bismarck Parks and Recreation District in a positive manner always.

***Other Essential**

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

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

Make purchases only through the Purchase Order or One Card system and only after receiving permission from a supervisor.

Follow all Park 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.

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.

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; 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, building and facilities.

WORKING CONDITIONS

Work is primarily outdoors and requires working under extreme conditions.

Employee is required to work 40 hours a week and overtime when required. Absences must receive prior approval of supervisor.

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 Park District divisions or joint projects with other entities.

Developed January 2018

Employee Signature

Date

Supervisor's Signature

Date

Operations Director Signature

Date

Executive Director's Signature

Date