



**BISMARCK PARKS AND  
RECREATION DISTRICT**  
Est. 1927

## **JOB DESCRIPTION**

### **JOB INFORMATION**

<b>Title:</b>	Equipment Maintenance Assistant-Operations
<b>Classification:</b>	Full Time Seasonal IV - Non-Exempt
<b>Salary:</b>	Beginning at \$16.75/hour depending on experience Salary adjustments are determined on an annual basis by the Board of Park Commissioners
<b>Benefits:</b>	Sick and vacation leave. Facility and program access as described in the Human Resource Policy and Procedures Handbook
<b>Supervisor (s):</b>	Park Operations Manager Operations Superintendent

### **JOB SUMMARY**

Assist the Equipment Maintenance Specialist with general repairs of Bismarck Parks and Recreation District (BPRD) equipment and vehicles including oil changes, tire changes, sharpening blades, purchasing parts at local suppliers, hauling equipment, maintenance/shop yard cleanup and other duties as assigned. Employee will be assigned a variety of tasks supporting all divisions and all areas and facilities within the BPRD. Employee is responsible for safe, efficient operation and repair of equipment, tools, and safe work procedures on the job.

### **RESPONSIBILITY/ACCOUNTABILITY**

Employee is directly accountable for own actions or inaction.

Employee 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:***

Assist in equipment and vehicle repairs.

Perform oil changes, tire changes, rotations, and mower blade sharpening.

Assist the Equipment Maintenance Specialist in general shop clean up and organization.

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

Employee may be accountable to handle skilled assignments; however, all seasonal staff are expected to accept any assignments from Operations Division full-time employees.

Employee is responsible for informing a supervisor of job-related problems, damaged equipment, building damage, potential safety violations, and to keep the supervisor informed of current work assignment progress.

Employee is responsible for safe and efficient operation of equipment, tools, and chemical handling.

May be called upon to clean rest rooms, picnic shelters, make garbage runs and other laboring type assignments.

Maintain records and reports relating to maintenance, operation, and improvements.

Be punctual and reliable in regard to assigned start times.

Represent the BPRD in a positive manner at all times.

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

***Other Duties:***

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

Frequently involves operation of a truck, tractors, mowers, equipment, and hand tools.

Perform a variety of tasks that range from skilled to unskilled work.

Employee is to inform supervisors prior to running out of supplies, scheduling special tools or equipment, or upon completion of a task.

### **JOB SPECIFICATIONS**

Be capable of lifting and carrying objects up to 50 pounds alone or heavier amounts with the assistance of other employees.

Valid driver's license is required for class of vehicle to be driven.

Must be able to read, understand and interpret labels on pesticides, reports, manuals and to comprehend oral or written instructions.

Ability to prepare written reports, and report problems and repairs to proper person.

### **WORKING CONDITIONS**

Normal work hours are 7:00 a.m. to 3:30 p.m. Monday through Friday, however hours scheduled to work will vary depending on need and season. Employee may be required to work weekends when scheduled.

Work is primarily at the Operations Maintenance Building, 627 West Arbor Avenue and requires working outdoor under extreme conditions.

Work may involve close or minimal supervision.

Requires good attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Bismarck Park District Divisions.

Revised: February 2023

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date