



JOB DESCRIPTION

JOB INFORMATION

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 and Assigned Facilities and Programs Division Manager

JOB SUMMARY

The primary function of this position is to assist in the maintenance, improvement, repair, and operation of the indoor ice arenas, parks, athletic complexes and facilities owned or managed by the Bismarck Parks and Recreation District (BPRD). The employee will be assigned a variety of tasks supporting all divisions, areas and facilities within the BPRD system.

The ice arena responsibilities will be to assist the Operations Superintendent and Facilities Manager in the general to specific operation of the arenas to include day to day operation of indoor ice arena facilities, including supervision of part-time staff and responsibility for custodial duties and maintenance of facilities. This position will be in the arenas approximately October – March and will work a variety of hours including early mornings, nights and some weekends.

The Waste Management assignment will entail operation of BPRD'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. Employee will assist Operations co-workers with other general maintenance work in the BPRD when waste collection is not required. This position will be during the months of April – September and will work day time hours and rotating weekends, including every other weekend from May through September.

RESPONSIBILITY/ACCOUNTABILITY

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 tasks.

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 positions, duties and tasks as they may change or be adjusted, as situations require.

*** ESSENTIAL FUNCTIONS**

*** Facility and Equipment Operations**

Assist in the maintenance, improvement, repair, upkeep and operation of the properties and facilities owned or managed by the BPRD, as assigned.

General tasks will include the maintenance of an indoor ice facility and will include day, evening and weekend hours.

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, snow removal equipment, ice edger, and ice care, plumbing, irrigation system operation/repair, construction and some carpentry.

Responsible for cleaning restrooms, remove litter/garbage, and other janitorial and custodial duties.

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

Safe operation of the BPRD garbage truck, including 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.

*** Communication and Record Keeping**

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

Attend meetings with the appropriate staff to maintain a dialogue relating to park and ice arena 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 BPRD.

Develop and maintain positive working relationships among staff.

Represent the BPRD 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 BPRD 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

Position requires an associate 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 is required for class of vehicle to be driven, 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, grounds/facility maintenance, indoor ice arena experience, janitorial experience, plumbing, welding, 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, Certified Arborist, and/or a commercial driver's license and the ability to coordinate the safe lifting of loads exceeding 50 pounds with one or more other employees.

Knowledge of turf management, construction, irrigation systems, plumbing, welding, arboriculture, landscape installation, maintenance, janitorial work, ice arenas and cleaning to include restrooms and buildings.

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 comprehend and follow oral and 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 along with ice arena operations, and experience in or training in performing some equipment repair, and maintenance of turf, grounds, buildings and facilities.

WORKING CONDITIONS

Work is indoors and outdoors, depending on the season and requires working under extreme conditions.

This position will work at the indoor ice arenas within the Facilities and Programs Division (approximately October - March), and work will include days, evenings and weekends on a rotating basis. The position will then transfer to park operations within the Operations Division (approximately April – September) and work more day-time hours and rotating weekends. The schedule of work will vary from season to season.

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

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

Reviewed December 2023

Employee's Signature

Date

Supervisor's Signature

Date

Supervisor's Signature

Date

Division Director's Signature

Date

Executive Director's Signature

Date