

ASSISTANT FACILITIES MAINTENANCE MANAGER

Parks and Recreation

Salary: Full-time

Relationships

Report to: Director of Parks and Recreation, Facilities Maintenance Manager

Subordinate staff: Maintenance Workers

Job Summary

Performs a wide variety of skilled and semi-skilled tasks related to care and maintenance of the City's Parks & Recreation facilities. Operates maintenance equipment such as: small tractors, push mowers and hand held gasoline grass trimmers. Assists the Facilities Maintenance Manager in all duties performed in the department. Expected to represent the department, and its philosophies in a favorable and professional manner while performing all of the position's duties. This position is Safety Sensitive due to the duties and responsibilities.

Job Duties and Responsibilities

A. ADMINISTRATIVE ACTIVITIES

1. Assist in the coordination and supervision of all part-time employees involved in facilities maintenance.
2. Assist in hiring, training, and scheduling maintenance staff capable of performing the appropriate tasks necessary to facility needs.
3. Assist in the preparation of the budget concerning parks/facility maintenance.
4. Work with Recreation Program Manager and youth sports associations for programming and implementation of facility needs.
5. Other duties as assigned.

B. GENERAL DUTIES

1. Inspect facilities for cleanliness, safety, and general maintenance of sports facilities and playing fields on a daily basis.
2. Maintain the dirt infields by leveling, grading, and dragging
3. Identify unsafe areas both in the infield and outfield and correct those as soon as possible.
4. Install lines at the beginning of the season and maintain those lines.
5. Follow the standard operating procedure check list for all facilities.
6. Report any damages or repairs that exceed your capacity to immediately fix.
7. Maintain park areas for cleanliness which requires cleaning bathrooms, storage room, picking up litter, remove fallen trees and limbs and any other debris or unsightly material.
8. Planting, trimming, and care of trees, shrubs, and flowers in the city park areas and designated city facilities.
9. Perform other tasks for the maintenance of parks and playground equipment repair.
10. Other duties as assigned.

Knowledge, Skills, and Abilities

1. Capable of operating standard size trucks and riding lawnmowers.
2. Physically capable of preparing playing fields for games through the actions of hand-

- raking, shoveling, and dragging.
3. Physically capable to operate maintenance equipment such as gasoline grass trimmers.
 4. Physical ability to lift a minimum of 75 lbs. to height equal to the end of a city flatbed truck in one single lift.
 5. Physical ability to perform outdoor work in adverse weather conditions which includes heat above 100 degrees and cold below 32 degrees.
 6. Must possess both experience and knowledge of indoor and outdoor maintenance material to operate park maintenance equipment and methods and practices essential to the care and maintenance of parks and recreation areas.
 7. Possess the ability to comprehend new techniques and training developed in park maintenance.
 8. Have a personality that will allow you to work close with others and get along with the public.
 9. Ability to remain calm in public in order to resolve disagreements with appropriate tact and procedures of a professional.
 10. Possess a valid Arkansas Driver's License.
 11. Must be capable of passing a standard chemical applicator license.
 12. Have had a minimum of 1 year experience and training that has provided for the above stated knowledge and abilities pertaining to the job.
 13. Must possess the capability to work well with others in a team atmosphere.

Physical Requirements:

Medium work- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.