

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Maintenance Repair Person I

Department: Parks and Recreation

Employment Status: Full-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is skilled and semi-skilled work in the City of West Carrollton's Department of Parks and Recreation. An employee in this class is responsible for the performance of a variety of types of skilled and semi-skilled labor along with physical labor associated with the maintenance and repair of City buildings, parks, right-of-ways, and recreation facilities. Duties are performed under the direction of the Maintenance Repair Person II.

EQUIPMENT & JOB LOCATION: This position requires a thorough knowledge of the operation of tools and equipment, including: a variety of hand and garden tools, lawn mowers, tractors, transportation vehicles, construction vehicles, garbage trucks, and assorted recreation equipment. The primary work site is the West Carrollton City Building, the City's right-of-ways, and the City's recreation facilities.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Maintains all city buildings, rights-of-way, and recreation facilities including the city swimming pool.
- Performs seasonal duties such as spring/summer startup for City swimming pool and other recreational facilities and winterization shut-down activities.
- Maintains and repairs motors, pumps, and other mechanical devices, including changing filters, greasing pumps, motors, and bearings.
- Monitors and tests the chemical balance of the water in the city swimming pool on a daily basis; adjusts balance as necessary.
- Responsible for annual cleaning and painting of the city swimming pool.
- Performs electrical and plumbing installation, repair and troubleshooting.
- Performs heating and air conditioning installation, repair, and troubleshooting.
- Performs tasks such as carpentry, masonry, painting, and welding.
- Responsible for the repair and troubleshooting of petroleum dispensing (gas) pumps.
- Installs and maintains all playground equipment; verifies the safety of all playground equipment.
- Prepares fields for games (baseball, softball, football, and soccer), including dragging and lining the field.
- Repairs equipment at concession stands.
- Responsible for the set-up and clean-up for assorted special events for the city; including placement of special banners, flags, and holiday decorations.

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- Responsible for planting and removing trees, plants, flowers, and shrubs as necessary; performs other lawn care activities such as mulching, weeding, trimming, and fertilizing.
- Operates a variety of vehicles, machines, and equipment appropriate to job related tasks.
- Operates light equipment such as tractors and mowers.
- Performs maintenance on city vehicles as necessary.
- Performs seasonal work such as snow removal and lawn mowing.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Coordinates activities with the Service Department when necessary, including snow removal.
- May occasionally supervise seasonal employees.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- General knowledge of building maintenance operations and corresponding techniques.
- General knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to operate maintenance tools and vehicles.
- Ability to understand and execute oral and written instructions.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Ability to work under the direction of the Maintenance Repair Person II.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Class "B" Commercial Driver's License (CDL) as required.
- May be required to possess a State of Ohio Aquatic Facility Operator's License.
- Ability to work other than normal working hours, and to work various shifts as necessary.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)