



Job Title: Parks Maintenance/Mechanic

Williston Parks & Recreation District

Status: Non-Exempt

Starting Salary Range: \$40,000-\$45,000

- Adjustments are determined annually by the Executive Director

Supervisor: Director of Parks

ESSENTIAL JOB DUTIES

- Responsible for the maintenance and upkeep of equipment for all departments of WPRD, which includes: Parks, Athletic Facilities, Golf Course ARC, RFCC and Recreation
- Responsible for the maintenance of parks related facilities

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.

JOB DUTIES/TASKS

- Oversee the maintenance and repair of all WPRD equipment
 - Able to perform general mechanical duties
- Able to operate front end loader, bobcat, mowers, hand, and power tools
- Participate in the application of Herbicides and Pesticides
- Assist in the repair of plumbing and irrigation systems
- Works in the parks doing landscaping, tree maintenance, and fertilizing
- Assists in the Snow Removal activities
- Participates in the inspection, repair, and maintenance of Playground Equipment
 - Attend the Certified Playground Safety Inspector (CPSI) Course in Bismarck
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Use and maintain assigned power equipment and hand tools, buffers, auto scrubbers, extractors, high pressure washers, and high-speed buffers etc.
- Wash equipment: use ladders when required in work assignments
- Lock and unlock assigned buildings
- Follow instructions regarding the use of chemicals and all supplies. Use all chemicals and all supplies as directed
- Attend to emergencies when necessary
- Attend safety meetings and other related meetings
- Take classes as required in maintenance methods and techniques, new products, First Aid, CPR, and working relationships
- Assist in the instruction and supervision of community service help
- Assist with inventory control and security
- Safely operate all vehicles and other job-related equipment
- Support and enforce all policies, safety regulations and guidelines, established by the Executive Director and/or Director of Parks
- Perform related duties as required



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KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of equipment maintenance and operation procedures
- Skill in the operation and maintenance of assigned tools and equipment
- Knowledge of maintenance of parks grounds and facilities

SUPERVISORY CONTROLS

- The Director of Parks assigns work to Parks Maintenance/Mechanic in terms of somewhat general instructions. They will do spot checks for completed work for compliance with instructions and established procedures and the nature and propriety of the final results. The Director of Parks is assisted by the Parks Superintendent and the Assistant Parks Superintendent.

GUIDELINES

- Includes the Park District Policies and Procedures.
- These guidelines are generally clear and specific, but may require some interpretation in application

WORKING CONDITIONS

- The work is typically performed outdoors, occasionally in the cold or inclement weather conditions. The employee may be exposed to noise, dirt, dust, grease, irritating chemicals, and machinery with moving parts. The work requires the use of protective devices such as gloves, masks, or goggles when necessary for safety.
- The work is typically performed while sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment that require a high degree of dexterity

MINIMUM QUALIFICATIONS

- Must be 18 years old
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated
- Possession of or ability to obtain (within 90 days) a valid CDL issued by the State of North Dakota for the type of vehicles or equipment operated, if needed to perform the position.
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Current CPR Certification, or able to obtain within 6 months
- Ability to work weeknights and weekends as needed
- Ability to work with limited supervision
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees
- Ability to effectively communicate verbally and in writing
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field
- The knowledge and ability to manage multiple tasks
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation