CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Maintenance Aide III - Facilities**	**UNION:1937**
		SG:104
CLASS TITLE:	**Maintenance Aide III**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4CODE:SM**
		SEASONAL

JOB SUMMARY:

This position is responsible for performing the daily work activities of the Facilities program area. Often works independently in the evenings or on weekends. At other times acts as lead to seasonal staff. Work activities include facilitating reservations and events; public relations; lockup/security; facility sanitation and custodial duties; facility inspections and reports; trash/litter collection and recycling; basic repair and maintenance of structures, systems, equipment, furniture, fountains, fixtures; park regulation informing/enforcement (with assistance from police); and grounds maintenance activities at community and neighborhood parks, natural areas, and City property.

SUPERVISORY RELATIONSHIPS:

Responsible to Park Specialist or other employees as assigned. Performs lead function to seasonal workers or volunteers, as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Patrols the park system (often in the evening at high use times) maintaining sanitation, facilitating reservations and events, and responding to inquiries and problems. These problems may include public assistance, system malfunctions (electrical, irrigation, plumbing, downed trees, etc.), safety concerns, medical emergencies and law enforcement issues (contacting 911, reporting and documenting) . This involves high public contact and problem solving.

2. Prepares and maintains park facilities for reservations and events.

3. Inspects, cleans and maintains park fixtures and furniture such as picnic tables, benches, fountains, grills, playground equipment, signs, etc., and surfaces such as tennis courts, sidewalks, roads, trails, parking areas, roofs, floors, etc.

4. Cleans and maintains facilities and restrooms, empties trash containers, picks up litter.

5. Performs basic repair to structures, furniture/fixtures, and systems involving carpentry, painting, and other building trade skills. This is often in response to vandalism.

6. Performs grounds maintenance work activities such as pruning, weeding, trimming, mulching, irrigation, etc.

7. Performs lockup/security of park facilities.

8. Performs as lead position to assigned seasonal staff.

9. Operates a variety of hand tools and power equipment. Examples include: blowers, pressure washer, drills, generator, chain saws, etc.

10. Operates automotive equipment such as pickup trucks, small dump trucks, lift truck, and other equipment as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of the classification as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Ability to work independently and responsibly, as well as part of a team.
- Willingness to work a flexible schedule including evenings, weekends and holidays.
- Ability to respond appropriately to emergencies that arise in the park system, including law enforcement issues, medical emergencies, building/grounds issues, and issues arising while parks are closed to the public.
- Ability to document incidents and prepare written reports.
- Strong oral communications skills, good judgment, poise, confidence, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public and personnel from local agencies.
- Ability to follow oral and written instructions, including following established safety rules.
- Ability to work outside in all types of weather.
- Physical abilities to perform assigned work including:
    - Stooping, bending, climbing and working from ladders
    - Adequate hearing, correctable vision, manual dexterity to operate a variety of power equipment and hand tools safely in a noisy work environment.
    - Ability to regularly lift moderately heavy or bulky objects up to 50 lbs., including trash containers, small equipment and sanitation supplies. Heavier items such as picnic tables are moved with assistance or leverage.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions. The work involves moderate risk work environment which requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials, working in unsanitary conditions, performing repetitive activities, etc. There is much public contact that can potentially involve dealing with confrontational situations. Employees may be required to wear protective clothing such as coveralls, rain gear, safety boots, gloves, etc.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Successful paid work experience working in an independent, responsible position.
- Successful paid work experience in a lead position preferred

- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license by the time of hire with proof of good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability and willingness to work a flexible schedule involving working evenings, weekends and holidays, as assigned.
- 18 years of age.

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