CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Maintenance Aide II – Facilities** **UNION:1937**
SG:102
CLASS TITLE: **Maintenance Aide II** **CS:N**
FLSA:Y
DEPARTMENT: **Parks and Recreation** **EEO4/SOCCODE:SM/49-9098**
SEASONAL

JOB SUMMARY:

This position is responsible for performing basic maintenance and physical labor associated with the Parks Facilities program area. Facilitates reservations and events; assists the public; performs lockup/security and custodial duties; conducts facility sanitation, inspections and reporting; collects trash/litter and recycling; and, performs basic repair and maintenance of structures, systems, equipment, furniture, fountains and fixtures. Work is performed as part of an assigned crew or independently after a period of training.

SUPERVISORY RELATIONSHIPS:

Reports to the Parks Facilities Field Supervisor or other management staff as assigned. Receives technical guidance and day-to-day work direction from a Park Specialist and Park Technicians. Work is performed under close supervision and the guidance of applicable federal, state and local statues, regulations, policies, procedures and contractual agreements. Maintains close working relationships with Park Operations, Recreation, and Administrative staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists with preparation and facilitation of Parks reservations and events, including set up and take down of a variety of basic equipment such as PA systems and athletic field equipment. Prepares facilities such as community buildings, picnic shelters and pavilions with commercial kitchens for scheduled activities, events, or reservations. Accommodates special requests such as water, electricity and movement of park furnishings.

2. Performs custodial activities in park restrooms and facilities. Empties trash containers, picks up litter, washes windows and performs other cleaning activities. Inspects and cleans park furniture such as picnic tables, benches, grills, and hard surfaces such as sports courts, sidewalks, roads, parking areas, and picnic shelter/pavilion flooring. Replaces paper products and restroom supplies daily.

3. Assists with scheduled maintenance and repairs. Performs basic repair to structures, furniture/fixtures, and systems involving carpentry, painting, and other building trade skills often in response to vandalism.

4. Performs lockup/security of park facilities. Answers inquiries and informs or advises the public of park rules, regulations and reservation policies within scope of authority, deferring to higher classified staff when necessary. May post notices on illegally parked vehicles as directed. Escalates issues to higher classified staff or Police Department for serious enforcement issues outside scope of responsibility.

5. Assists with illegal camp removal, removing trash and accumulated debris from camp sites.

6. Operates a variety of hand tools and power equipment, such as blowers, pressure washers, drills, generators, and chain saws.

7. Operates or assists in the operation of automotive equipment such as pickup trucks, small dump trucks, lift trucks, and other similar equipment as assigned.

8. Conducts daily visual inspection and maintains all assigned equipment. Maintains tools by cleaning and ensuring proper storage. Reports tool needs and concerns to Supervisor.

ADDITIONAL WORK PERFORMED:

1. Logs information, completes work orders and paperwork required by supervisor.

2. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Use of hand and power tools for facilities maintenance and repair.

Skill in:
- Excellent interpersonal skills for interaction with other City staff and the public.
- Basic computer skills to learn and utilize computer software and technology as required to perform various tasks.

Ability to:
- Follow established safety rules and operate equipment in a safe manner.
- Match the appropriate tool to the task and be aware of the basic cause and effect relationship in the operation of machinery.
- Follow oral and written instructions, including following established safety rules and regulations and independently recognize hazards at the work site.

- Interact effectively with diverse groups of people with courtesy and tact, including the ability to remain calm in stressful situations with angry or upset individuals and in dealing with fellow employees.
- Follow oral and written instructions.
- Work independently and as a team.
- Perform continuous physical and manual labor.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the public service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently communicate accurate information and ideas to others;
  - Work outdoors in all types of weather conditions;
  - Manual dexterity sufficient to operate hand and power equipment safely and efficiently;
  - Perform tasks requiring repetitive hand and arm movements;
  - Work overhead for extended periods of time;
  - Occasionally operate a computer and other office machinery such as a keyboard, mouse, phone, and computer;
  - Traverse uneven terrain, working above ground, and inside, under and above equipment, buildings, facilities equipment in outdoor environments;
  - Frequently transport objects weighing up to 50 lbs., including small equipment and supplies. Equipment and materials in excess of this weight are moved with assistance.

WORKING ENVIRONMENT:

Work is performed primarily outdoors in all weather conditions. The work involves a moderate risk work environment which requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials, working in unsanitary conditions and performing repetitive actions. May be exposed to hostile behavior, offensive language, or interactions with volatile individuals. Employees are required to wear personal protective equipment, use appropriate safety equipment and follow standard safety practices. Occasionally works indoors at a desk or computer terminal.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Previous work experience in grounds and facilities maintenance or manual construction labor using manual and power tools and motorized equipment preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal conviction check, child and adult abuse records check and local background check.
- 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.
- At least 18 years of age by time of hire.

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2/26

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Parks & Recreation Director