



Job Description: **Maintenance Technician**

GENERAL DESCRIPTION:

The Maintenance Technician provides essential service to the functions, facilities, operation and appearance of the Sunset Empire Park & Recreation District. The Maintenance Technician works under the supervision of the Maintenance Manager and work will take place at multiple sites: Sunset Pool, Sunset Recreation Center, Bob Chisholm Community Center, Broadway Field, special event program sites, and other District-managed properties.

SUPERVISION RECEIVED:

This position comes under the direct supervision of the Maintenance Manager of the Sunset Empire Park and Recreation District. Projects and work assignments are generated in cooperation with the Maintenance Manager. The Maintenance Technician will work directly with and report to the Maintenance Manager. This position is responsible for following and carrying out all of the workplace expectations and policies of the Sunset Empire Park and Recreation District.

SUPERVISION EXERCISED:

The Maintenance Technician does not directly supervise Maintenance Leaders and SEPRD Custodial Leaders, but mentors those positions to achieve direction received from the Maintenance Manager.

ESSENTIAL DUTIES:

The essential duties of the Maintenance Technician include but are not limited to:

- Assist the Maintenance Manager with all phases of building maintenance.
- General facility cleaning (routine maintenance and custodial).
- Grounds keeping (mowing, liter patrol, field maintenance, weeding).
- Facility inspections and reporting/repairing of vandalism damage.
- Special maintenance projects (special events, construction, storage).
- Maintain, upgrade, and conduct improvements to aquatic facilities to ensure continuity of service and operation of the Sunset Pool.
- Successfully and positively perform within work team dynamics.
- Be available to be "on-call" and available to work outside normal business hours including weekends, evenings and mornings.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Intermediate skill level in the areas of building construction and maintenance including, carpentry, electrical, and plumbing systems.
- Basic landscape maintenance techniques.
- Basic safety practices and procedures.
- Pool operating systems

Ability to:

- Read, write, and understand English.
- Operate tools of the trade, for example: tables saw, chop saw, drills, heavy equipment, mower, edger, trimmer, backpack blower, post-hole digger and other related hand tools.
- Plan, conduct and perform a full range of maintenance duties.
- Work outdoors in varying weather conditions.
- Maintain accurate reports and records.
- Maintain a neat, professional appearance.
- Read, interpret and apply District rules and regulations.
- Work varied shifts to accommodate District's needs.
- Work tactfully and courteously with those contacted in the course of work.
- Work cooperatively with others.
- Understand and practice the hazard communication training rules and guidelines.
- Follow required personal protection procedures and work in a safe and conscientious manner.
- Provide a consistently high level of building cleanliness and preservation.
- Work independently without direct supervision.

EXPERIENCE & TRAINING:

- High school diploma or equivalent
- 5 years of experience in providing building maintenance
- Experience in some or all of the construction trades including carpentry, electrical, plumbing, concrete and general maintenance

Any equivalent combination of education, experience and training that would likely provide the applicant with the required knowledge, skills and abilities to successfully perform the essential skills will be considered sufficient. Experience through course work, internship or other acknowledged work experience or education will be considered.

SALARY & BENEFIT INFORMATION:

- Wage will be commensurate with experience, but it is anticipated that the range will be \$22.00-\$24.00 per hour to start
- Vacation Benefits (2 weeks per year for first three years, incremental increases to follow)
- Paid Holidays & additional Floating Holidays
- Paid Sick Leave
- Use of Fitness Space and Programs in line with District Policies

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- 21 years of age or older.
- Valid Oregon driver license, with good record.
- Oregon State Pesticide Applicators License preferred.
- Certified Pool Operator (CPO) license or Aquatic Facility Operator (AFO) preferred

PHYSICAL SKILLS:

While performing the duties of this position, the Maintenance Technician is frequently required to sit, kneel, stand, stoop, communicate, reach and manipulate objects, tools and controls. This position requires mobility. Many duties are physically demanding requiring the occasional lifting of objects weighing up to 100 lbs. Activity and types of duties performed require manual dexterity and coordination.