

JOB DESCRIPTION

TITLE:	Park Maintenance II	GRADE:	12
INCUMBENT:	various	PAY TYPE:	Non-Exempt
REPORTS TO:	Parks Operations Manager	REVISED:	5/13/2022

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

OVERVIEW:
This position is responsible the maintenance of the Park District buildings and grounds. This includes areas such as all parks, park buildings and shelters, park playgrounds, dog park, spray parks, outdoor swimming pools, and winter flooding in the parks. This position also assists with Park District special events in the parks as needed.
DUTIES/RESPONSIBILITIES/STANDARDS:
Critical Element #1
General expectations
<ul style="list-style-type: none"> Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District. Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public. Assist other departments to promote the overall mission of the Grand Forks Park District. Assist with special projects and tasks as assigned. Ensure a safe, secure, and legal work environment.
Critical Element #2
Assistant/Limited Supervisory
<ul style="list-style-type: none"> May assist with the supervision and the training of full-time, part-time, and/or seasonal staff. Lead staff by direction and example to provide our parks, programs, facilities, and other services a positive and enjoyable experience for all employees and citizens of Grand Forks. Treat all staff with fairness, respect, and impartiality.
Critical Element #3
Maintain the park buildings, park area, outdoor swimming pools, spray parks, dog park, winter maintenance work, outdoor flooding ice rinks, and other areas as assigned.
<ul style="list-style-type: none"> Perform maintenance of buildings and grounds to ensure a clean, well-maintained, safe, and efficient environment for staff and users in accordance with manufacturer and industry standards. Perform maintenance of building and grounds entrances, exits, sidewalks, assigned parking lots, and assigned property to ensure a clean, well-maintained, safe, and efficient environment for staff and users in accordance with industry standards. This includes but is not limited to lawn care, snow removal, and parking lot sanding.
Critical Element #4
Perform mowing and turf related items.
<ul style="list-style-type: none"> Perform mowing and trimming on the park grounds is done according to park district standards. Use of park equipment in accordance with Park Department and manufacture guidelines. Apply proper application of herbicides, pesticides, fertilizers, and other chemicals related to park grounds maintenance. Maintain records regarding chemical use, areas mowed, park equipment, and flood work.

Critical Element #5
Perform all winter maintenance work in the buildings and grounds. This includes flooding ice skating rinks, snow removal, and other related items.
<ul style="list-style-type: none"> • Maintain all outdoor ice rinks and the snow removal of all park district roads, parking lots, and sidewalks. • Maintain the building of all outdoor ice-skating rinks. This includes snow removal, hockey fence repairs, and building maintenance. • Proper use of ice maintenance and snow removal equipment.
Critical Element #6
Prepare all park areas for potential yearly flooding.
<ul style="list-style-type: none"> • Prepare of the equipment and park grounds for any possible flooding that may occur. • Prepare all flood related equipment is in good working condition. • Perform the inspection of all valves and drains to be properly closed. • Perform the clean-up of the park area after flooding waters have resided.
Critical Element #7
On Call
<ul style="list-style-type: none"> • Make the best judgment and decision in that moment. • Be available to promptly respond to emergency situations in the parks area. • Average of three weekends between April through October.
KNOWLEDGE/SKILLS/ABILITIES:
<ul style="list-style-type: none"> • Two-year technical school degree in park operation or a related field, or two years' experience is required. • Possess or be able to acquire a North Dakota Restrictive Chemical Certificate. • Possess a valid driver's license. • Knowledge of the principles and practices of park maintenance procedures. • Working understanding of all turf related equipment. • Experience in supervising personnel is preferred. • Working understanding of computer applications for park maintenance practices and procedures. • Individual is expected to keep up their skill levels to industry standards in the fields of computer technology and park resource management.

PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT:				
Location	Parks/Forestry Maintenance Shop and Outdoor locations			
Hours	Summer Hours: 7:00 a.m. – 3:30 p.m., Monday – Friday			
	Winter Hours: 7:00 a.m. – 3:00 p.m., Monday – Friday			
All positions at the Park District are required to commit to off-hour periods when the situation or workload demands it.				
Functional Job Duties	Rarely	Occasionally	Frequently	Continuously
General Activity				
Drive			X	
Sit		X		
Stand/Walk				X
Bend/Squat			X	
Kneel/Crawl			X	
Push/Pull				X
Climb			X	
Twist/Turn				X
Work at heights		X		
Weight Lifted/Force Exerted				
Reach/Lift/Carry – up to 25 lbs.				X
Reach/Lift/Carry – up to 50 lbs.				X
Reach/Lift/Carry – up to 100 lbs.				X
Reach/Lift/Carry – more than 100 lbs.		X		
Working Environment				
Indoors		X		
Outdoors				X
Loud Noise/Vibration				X
Fumes				X
Near Moving Mechanical Parts				X
Risk of Electrical Shock				X
Toxic/Caustic Chemicals/Radiation				X
Extreme cold/heat (non-weather)				X
Repetitive Motion – motor function				
Dominant Hand				X
Non-Dominant Hand				X
Right Foot/Left Foot				X
Mental Demands				
Attention Span/Concentration				X
Memory/Problem Solving/Conceptualization				X
Patience/Influence People/Relate to Others				X
Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.				