



CLASS SPECIFICATION FOR:

Recreation Maintenance Worker III

General Statement of Duties:

Serves as working crew leader for the Division of Recreation and Parks; performs light repairs to equipment and sites at any assigned site Countywide; initiates work orders for services and repairs required at assigned sites; completes assigned work orders; performs more complex custodial and maintenance work; assists with projects as assigned; does related work as required.

Distinguishing Features of Class:

An employee in this job classification proficiently performs the duties assigned to a Recreation Maintenance Worker I and II levels and serves as a working crew leader for assigned staff; assists with training, coaching and providing feedback; assists with day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting; assists with documenting incidents; provides feedback to supervisor for performance issues and appraisals. Additional duties include making repairs to equipment; floor renovations and cleaning projects as assigned; cleaning graffiti and providing information on incident to Police; and performing courtesy cleans, end-of-season cleans and deep cleans; and assisting oversight of major interior floor and carpet renovations. Employee appropriately handles concerns elevated by disgruntled customers/citizens. Work is performed independently at various assigned locations Countywide with minimal supervision. Employee is responsible for the safe operation of a County vehicle.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Serves as lead worker assisting with training, coaching and providing feedback; assists with day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting; assists with documenting incidents; provides feedback to supervisor for performance issues and appraisals;
- Responsible for light repairs to equipment and sites at any assigned site Countywide;
- Initiates work orders for services and repairs required at assigned sites, completes assigned work orders in the current work order system;
- Submits approved orders for supplies for assigned sites, may assist supervisor in verifying requested supplies and inventory;
- Trains and supervises temporary staff by making assignments and ensuring completion and quality of their work;
- Performs floor renovations and cleaning projects as assigned, including stripping and waxing interior floors;
- Cleans graffiti and provides information needed for Police;
- Inspects and cleans concession stands as assigned;
- Performs courtesy cleans at beginning of season;
- Performs end of season cleaning to prepare concession stand for winter season and non-use;
- Performs deep cleans at centers;
- Assists with the oversight of major interior floor and carpet renovations;
- Assists with special events coverage, may direct maintenance workers at events, and serves as event staff as assigned;
- Appropriately handles concerns elevated by disgruntled customers/citizens;
- Cross-trains and is routinely able to perform maintenance worker duties at any site Countywide;
- Participates in scheduled courtesy clean-up and lock-up;
- May serve as supervisor during his/her absence;
- Safely uses, operates and maintains equipment needed to perform custodial and maintenance duties;
- Safely and correctly uses all cleaning products, other chemicals and supplies;
- Uses proper personal protection equipment (PPE) at all times;
- Maintains equipment used to perform assigned duties in safe and good working condition;
- Trains and shares information and technical knowledge with all other maintenance workers and Parks Services Division staff appropriately;
- Participates in all scheduled meetings and trainings;
- Assists with cleanup after inclement weather;
- Documents and reports incidents at assigned sites to supervisor;
- Serves as event staff as assigned (e.g. tarps, special events, etc.);



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- Maintains a valid driver's license and a safe driving record;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of a wide variety of equipment and cleaning compounds, chemicals and products used in the cleaning and care of buildings and other assigned sites; good knowledge of cleaning compounds, chemicals and products ability to damage colors and various kinds of finishes and surfaces; considerable knowledge of grounds maintenance practices; ability to keep records and to make reports to supervisor in a timely manner; sound working knowledge of equipment used in cleaning and maintenance duties with the ability to make repairs or perform basic maintenance to equipment as needed; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve problems; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; basic supervisory skills including good training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; ability to establish and maintain a good working relationship with County employees and public; good computer skills with ability to use computer; physical condition that will permit heavy lifting and pushing, reaching, stooping, climbing ladders and working under adverse temperature and/or weather conditions; personal accountability including teamwork and establishing and maintaining positive relationships with the public and County employees; ability to work independently and complete assigned tasks on time; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned vehicles. Requires ability to work a flexible schedule to open and close assigned sites on time and to assist with other Division activities as assigned.

Minimum Education and Experience:

Education: Graduation from high school/GED;

Experience: Four (4) or more years of relevant custodial or general maintenance work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license.