

**RECREATION CENTER  
HEAD MAINTAINER  
JOB DESCRIPTION**

1 of 2

**DEFINITION:**

Under direction of Superintendent and Assistant Superintendent of Recreation, takes the lead over a group of employees engaged in maintenance, repair, and cleaning of grounds, associated facilities, and equipment, and/or operates varied types of equipment used in the performance of such tasks at the Recreation Center, Pool, and Centennial Gardens; does other related duties.

**NOTE:**

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**EXAMPLES OF WORK:**

- Responsible for general supervision while on duty, including enforcement of facility policies and procedures.
- Takes the lead over other employees (seasonal and year round) in the performance of their duties, provides them with guidance and instructions, and oversees their work performance and safety.
- Operates and services varied types of hand operated and riding mowers, tractors, and other mechanized equipment to perform maintenance tasks for the Department.
- Performs a variety of duties involved in the maintenance of grounds and buildings, play areas and playing surfaces and various structures.
- Requests and stores and maintains supplies needed in the work flow and ensures the proper use of tools, equipment, and supplies.
- May apply approved chemicals and biological controls using protective clothing such as gloves, face masks, goggles, and respirators according to specific manufacturer's directions.
- May select and apply different chemical in designated areas according to appropriate methods and techniques using manual or power equipment such as pressurized spray pumps.
- Repairs and maintains all recreational/pool/gardens equipment and facilities.
- Repairs and maintains all fences in and around the Recreation/pool/gardens complex.
- Repairs and maintains both tunnel right of ways and their paths.
- Repair and maintains the proper operation of buildings, equipment, and pumps.
- Maintains, plants and mows grass primarily through the use of a variety of hand and riding mowers.
- Maintains and monitors the proper operation of irrigation systems, makes general repairs.
- Prunes trees and shrubs, trims hedges, fertilizes lawns, seeds, and assists with the planting of flowers/shrubs.
- Sweeps and maintains park paths and walkways and tunnels.
- Maintains cleanliness of washrooms, buildings, storage areas and facilities.
- Marks out, sets up athletic fields, and performs maintenance tasks for upkeep of playing fields, courts, and surfaces to insure good safe playing conditions on a daily and yearly basis.
- Removes snow using shovels, snow blowers, and other hand or riding equipment.
- Uses salt, ice melt, sand to ice spots or to prevent ice from forming.
- Ensures paths and walkways are free of snow, ice and any standing water for general walking conditions, and ensures room of emergency vehicles.
- Loads/unloads and maintains inventory of equipment and materials.

- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Responsible for painting of buildings, pools, fences, and other painted surfaces in the facility.
- Responsible for light electrical work including lighting, outlets, ballasts.
- Responsible for light carpentry work.
- Responsible for light plumbing.
- Responsible for light masonry work.
- Responsible for painting of facility including tunnels, buildings, benches, walls, pools, decks, floors, and fences.
- Patches and may replace dry wall, tiles, and other structure materials.
- Responsible for Pool pump room, chlorine and filtration systems.
- Knowledge of and enforces protective workplace safety and health standards. Ensures staff uses protective clothing such as gloves, face masks, goggles, and respirators according to specific manufacturer's directions and OSHA guidelines.
- Responsible for staffing protective clothing such as gloves, face masks, goggles, and respirators according to specific manufacturer's directions and OSHA guidelines.
- Responsible for garbage, refuse, and recycling at the facility.
- May be responsible to open or close the park.
- Ensures all playing fields, court surfaces, and pedestrian areas are safe for use.

#### KNOWLEDGE AND ABILITIES

- Knowledge of methods used in applying insecticides, pesticides, and other similar materials.
- Knowledge of methods and procedures used in mowing lawns with use of a riding mower, and able to maintain same.
- Knowledge of the function and use of tools and equipment used in maintaining shrubs, trees, and lawns such as sheers, edger's, hedge clippers, and spraying/dusting devices.
- Knowledge of methods used in seeding lawns, pruning trees (from the ground), and care of shrubs and flowers.
- Knowledge of methods/procedures used in maintaining and marking athletic fields, playground equipment, and so forth.
- Knowledge of safety procedures for the safe operation of motorized equipment such as tractors, pick up trucks with snowplow attachments, and so forth.
- Knowledge of characteristics and purposes of commonly used insecticides and pesticides, and ability to select the appropriate ones.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position, and maintain records and logs.
- Ability to hold a CPO (Certified Pool Operator) certificate.
- Knowledge of chlorine, co2 and ability to maintain proper levels in maintaining a pool.
- Knowledge of workplace safety and health standards according to specific manufacturer's directions and OSHA guidelines.
- Basic knowledge of crowd control.
- Perform any other duties as delegated.