

Position: Parks & Custodian Light Maintenance	Position Number:
Department/Site: Parks and Recreation	FLSA: Exempt
Reports to: Parks and Recreation Director	Salary Grade: 15

SUMMARY

Under the supervision of the Parks and Recreation Director: performs a variety of parks and light maintenance, and support duties in aquatics, recreation, and parks facilities.

DISTINGUISHING CAREER FEATURES

Maintain Parks & Recreation facilities, parks, structures, trails, and public green spaces. The job requires experience in groundskeeping, light maintenance, construction, and repair, with the ability to provide support within aquatics and recreation programming. Must be able to work in both an indoor and outdoor setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs custodial duties, covering all P&R facilities, public restrooms, and structures.
- Performs light-maintenance, construction, and repair.
- Maintains all P&R grounds, trails, and green spaces.
- Operates light duty trucks, small tractors, and other powered equipment such as tillers, chain saws, weed eaters and lawn mowers.
- Maintains all records and reports as required.
- Ensures that all supportive services at P&R recreation sites, such as water and electricity are available.
- Assists in excavation and backfilling of burial sites.
- Collaborates with other departments within the City & Borough of Wrangell, assisting with projects, as assigned.
- Completes project specific maintenance tasks, as directed.
- Provides support in the form of basic lifeguard duties, along with facility supervision and emergency response.

QUALIFICATIONS

Knowledge and Skills

- Requires knowledge of maintenance and custodial duties.
- Requires basic knowledge of pool management procedures, and ability to perform daily duties.
- Requires knowledge of equipment and facilities operation, or ability to learn.
- Requires basic knowledge of hazards and safety procedures, or ability to learn.
- Requires the ability to trouble shoot issues, work cooperatively, improve operations, and perform efficiently.

Abilities

- Ability to follow oral and written instructions and prioritize.
- Ability to train the parks maintenance crew members and evaluate job performance.
- Ability to inspect vehicles and power tools for compliance with safety regulations and ensure safe work-place practices.
- Ability to communicate effectively with co-workers, coordinating agencies and the public.
- Ability to identify facility and equipment deficiencies and execute reliable repairs and maintenance.
- Ability to work in a safe manner, without direct supervision and make independent decisions.

Physical Abilities

Strength and mobility required to operate hand and power tools. Ability to drive a motor vehicle to various site locations; stamina to perform sustained physical labor including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment. Stooping, bending, and squatting is required on a regular basis.

Education and Experience

High School diploma, or GED equivalent, required.

Licenses and Certification requirements

- Valid Alaska Driver's License.
- Obtain a Certified Pool Operator certificate offered, when course is available, following probationary period.
- American Red Cross Lifeguard Certification
- Complete respirator fit testing.

Working Conditions

Work is performed indoors and outdoors, where safety considerations exist. Employees may perform work alone, or as part of a team, and may be subject to on-call status. Employees may be exposed to varying noise levels, dust, fumes, and hazardous chemicals found in the pool treatment process with appropriate personal protective equipment. Employees may perform work on slippery or uneven surfaces, on ladders, and equipment with moving parts.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.