



POSITION DESCRIPTION BENCHMARK

Position Title: Building Maintenance Specialist **Department:** 3900
Supervisor: Assistant Director of Park Operations

Job Content:

1. Position Summary:
(Overall purpose of this position)
 - Perform a wide range of building and grounds maintenance functions to assure the maintenance and safety of Park facilities and grounds.
2. Essential duties and responsibilities which must be performed in order to carry out the position purpose summarized above:
(The following description is a general representation of the key duties and responsibilities of this position. Other duties may be assigned, as required.)
 - A. Perform building related maintenance including electrical, HVAC, plumbing, carpentry and janitorial.
 - B. Maintain park waste water treatment facilities and lift stations.
 - C. Maintain park buildings and amenities including shelters, restrooms, parking lots, roadways, trails, playgrounds and other structures; including snow and ice control.
 - D. Assist with construction activities.
 - E. Assist other departments as required.
 - F. Assist with building improvements and upgrades.
 - G. Complete required inspections, record keeping and documentation as directed by Supervisor.
 - H. Operate and maintain equipment: perform preventative maintenance and make basic repairs.
 - I. Assure compliance with all related safety regulations, continuing safety education as required.
 - J. All other duties as assigned by Supervisor.

Qualifications:

3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:

(To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- In-depth maintenance and mechanical skills for building systems.
- Demonstrated proficiency in maintenance specialty areas: carpentry, plumbing, painting, masonry and electrical (basic).
- Broad understanding of the Park District with general knowledge of flora, fauna and wildlife of the area.
- Ability to operate various types of landscape equipment, including power tools, tractors, mowers, trail vehicles and skid loaders in compliance with relevant safety practices.
- Basic reading, writing, math and computer skills.
- In-depth problem solving and troubleshooting skills.
- Ability to obtain pesticide applicators license within 6 months of hire.
- Ability to obtain Ohio EPA Class A Certified Wastewater Operator.
- Valid Ohio Driver's License with a clean driving record in accordance with the Agency's acceptable guidelines.

3B. Essential Physical Demands and Working Environment:

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl, taste or smell. The employee must regularly lift and/or move up to 50 pounds and may occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet; and fumes or airborne particles.

3C. Previous experience that is *necessary* background to qualify for this position:

- 1 year of maintenance experience or the equivalent in training/education required.