

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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Title: Maintenance Coordinator  
Reports to: Park Services Manager  
Position Status: Full-time and Regular Part-Time  
Payroll Status: Non-exempt

### **JOB SUMMARY**

The Maintenance Coordinator functions as a journey level parks service and maintenance person with skills in areas such carpentry, signs, electrical, equipment operations, construction, plumbing and septic systems installation and maintenance, welding and basic project management; other skill areas considered would be in horticulture, forestry, field, facilities, janitorial and building maintenance, natural resources and campground operations.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Participate in division team and other meetings and workshops, and assists in implementing plans, work orders, and schedules for the District's Parks Division.
2. Perform maintenance duties such as trail construction, welding, carpentry, signs, electrical, equipment operations, forestry, horticulture, and ongoing rounds, field, facilities, restroom and building maintenance.
3. Perform parks service operations duties including communications with leagues, teams, and residents, setting up fields and equipment, and other park services.
4. Work independently and perform assigned job functions as directed. Responsible for job safety with equipment and traffic, contractor and community relations. Perform or arrange job checkout and inspection duties.
5. Formulate day-to-day job plans, job safety, equipment, and traffic, contractor, and inspection duties.
6. Serve as a resource for new staff and crew members regarding park services, equipment skills, and District procedures, forms, and programs, and serve as resource on day-to-day activities.
7. Assist and perform activities related to coordinating construction of new parks, facilities, and equipment with other divisions and departments and contractors, professionals, and other agencies.
8. Perform record keeping duties for projects as needed via computer programs and spreadsheets. Also assist with accident investigations and community relations troubleshooting as needed.
9. Supervise seasonal crews.
10. Attend various continuing education meetings, seminars, and workshops.
11. Serve on District Committees as assigned
12. Perform other duties and responsibilities as assigned by supervisor.

### **QUALIFICATIONS**

- Equivalent to four years of experience in parks services buildings and grounds maintenance and janitorial experience with specialty skills, job planning, public contacts, safety, and troubleshooting experience.

- Requires an Associate's Degree in building or construction trades, or equivalent experience and training supplemented with continuing education workshops.
- Requires valid WA state driver's license or equivalent.
- Ability to obtain any required Washington state licenses specific to position within one year.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Journey level knowledge of parks services maintenance and operations functions such as required for plumbing and septic systems installation and maintenance, carpentry, signs, electrical, equipment operations, construction, welding and basic project management.
- Ability to perform maintenance and operations duties including equipment operations, water system monitoring, septic system troubleshooting, and building trades functions.
- Ability to work on established priorities independently and proceed with objectives without immediate supervision.
- Ability to effectively communicate and assist in articulating division directions.
- Ability to use computers to input data and maintain spreadsheets.
- At least one year of experience supervising or leading others.
- Must be able to communicate effectively both in writing and verbally.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to work cooperatively with other employees, user groups and leagues, and the public.
- Ability to accept direction for professional/departmental/divisional improvement.
- Knowledge of and the ability to implement trends and practices in parks services, maintenance, operations, and construction.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to work safely and effectively with diverse skilled and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to lead seasonal staff in day-to-day work planning and oversight.

### **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking work environment. Work is performed in park service field, shop, and office environments and may require evening and weekend duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform parks services duties that require sustained, strenuous physical exertion that includes activities such as moving and heavy lifting of items up to 50 pounds; also stacking, pushing, pulling, bending, twisting, climbing and standing for extended periods.
- Ability to work at heights, and in dark conditions and noisy environments.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Work environment may be noisy at times.
- May experience exposure to extended periods of sun, rain, cold temperatures, wind and potentially uneven terrain that may contain trip hazards.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

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Manager Name

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Employee Signature

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Manager Signature