

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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Title: Maintenance Tech  
Reports to: Various Positions  
Position Status: Full-Time, Regular Part-Time, and Part-Time  
Pay Status: Hourly

### **JOB SUMMARY**

The Park Maintenance Tech works as an entry level maintenance person at Park Services or the Aquatic Center. This position will be involved with building and maintaining facilities and equipment, trails, horticulture, arboriculture, equipment operations, park construction, and basic park grounds facility maintenance. This position may also perform other task such as welding, basic construction, and electrical tasks.

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

1. Participate in division meetings and workshops, and assist in implementing plans, work orders, and schedules.
2. Perform horticultural duties as assigned working on trails, pruning, turf management and irrigation.
3. Perform ongoing field, facilities, and restroom maintenance, including inspection duties.
4. Perform parks service operations duties including communications with leagues, teams, and residents, setting up fields and equipment, and other park services.
5. Perform assigned day-to-day job plans, job safety routines, equipment, traffic, contractor duties.
6. Assist in construction projects for new parks, facilities, and equipment with other divisions and departments and contractors, professionals, and other agencies.
7. Perform job record keeping duties.
8. May serve as District representative to projects related to volunteers and seasonal help.
9. Attend various continuing education meetings, seminars, and workshops.
10. Lead and/or perform maintenance duties such as trail construction, pruning, horticultural practices, turf management, irrigation, equipment operations, vehicles and equipment maintenance, and ongoing field, facilities, and restroom maintenance.
11. Serve on Park District Committees as assigned.
12. Perform other duties and responsibilities as assigned by supervisor.

### **QUALIFICATIONS**

- Equivalent to two years experience in horticulture, buildings and grounds maintenance, or related field.
- Requires high school diploma with trades classes, or equivalent experience and training supplemented with continuing education workshops.
- Requires valid WA State driver's license or equivalent.

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

- Ability to learn and follow parks service maintenance programs and to follow directions and work independently.
- Ability to develop knowledge of parks service maintenance and operations functions such as required for trails, welding, carpentry, signs, electrical, equipment operations, construction, horticulture, irrigation, turf, forestry, or building maintenance.
- Ability to perform maintenance and operations duties including equipment operations, field and facility cleanups, game, and event preparations, and building trades functions.
- Ability to assist in communicating day-to-day division operations and services.
- Ability to work cooperatively with other employees, user groups and leagues, and the public. Ability to accept direction for suggestions and improvements.
- Interest in gaining knowledge and keeping up on trends and practices in parks services, maintenance, and operations.
- Ability to work with a growing Park 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.

**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. 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