

## The Olander Park System

<b>JOB TITLE: Facilities Assistant</b>	<b>REPORTS TO: Facilities Manager</b>
<b>STATUS: Part Time; Hourly</b>	<b>SALARY RANGE: \$12.00 per hour</b>

### GENERAL DESCRIPTION AND SUMMARY:

The Facilities Foreman responsibilities include managing a small crew by prioritizing projects, assigning work tasks, using equipment, maintaining records, monitoring work quality, ensuring crew safety, training employees, and providing performance feedback. The employee leads and participates in performing various landscaping functions, building maintenance tasks, and equipment operation. Employee may be responsible for procurement of materials, work orders, and record-keeping for each project.

### SPECIFIC DETAILS:

#### Facilities/Maintenance:

- With the Facilities Manager, prioritize projects, assign work tasks to crew members, procure required materials, file work orders and maintain written or electronic records of projects.
- Order and maintain written or electronic records of projects.
- Lead crew and participate in performing a wide variety of maintenance tasks such as removing trash, leaves, debris, and snow from facilities and public areas, repairing and maintaining public buildings and facilities.
- With Facilities Manager, instruct employees in proper work methods and standards; monitor crew work quality; ensure adherence to time schedules and safe work practices, provide performance feedback and input into performance reviews.
- Perform skilled work tasks which may include carpentry, plumbing, and electrical work.
- Operate all equipment necessary to complete assigned tasks such as backhoe, motor grader, tractors, hand tools, and mowing machines.
- Perform equipment repair and maintenance duties.
- Assist with administrative tasks.
- Participate in stand-by status during natural disasters or inclement weather.

#### Supervision:

- Works with Community Services and Facilities Manager for the interviewing and hiring of all seasonal facilities staff.
- Supervises seasonal, intern, and volunteer facilities staff and performs related management tasks such as assigning duties, and determining priorities in the absence of the Facilities Manager.
- Assists with evaluation of seasonal reports twice during annual service period. Follows appropriate disciplinary action procedures as necessary.
- Trains seasonal staff, interns, and volunteers concerning equipment operation and maintenance.

#### Other:

- Updates and enhances knowledge by continuing education for professional growth, and attends relevant conferences, seminars, and certification programs. Ensures staff participates in additional training as permitted by the Training Budget.
- Works flexible hours, including weekends, evenings, and holidays, for a maximum of 20 hours hours weekly with the possibility of more hours depending on workload.

- Attends staff and leadership team meetings.

**ESSENTIAL SKILLS/QUALIFICATIONS:**

- High School Diploma and 2 years park maintenance experience. Valid Ohio Driver's License with acceptable driving record.
- Demonstrated management skills including communication, problem solving, visioning, participative management style, collaboration, leadership, and decision making to analyze diverse facts, develop clear and concise reports, and make recommendations.
- Experience in and working knowledge of common practices of general park maintenance, groundskeeping, landscaping, conservation land management, and stewardship activities and equipment.
- Available for regular duties as scheduled in advance and/or maintenance emergencies.
- Ohio Pesticide Applicator's License (must acquire within one year of hire and maintained throughout employment)
- Valid training in CPR, Standard First Aid, and Bloodborne Pathogens at the time of employment or within the introductory period and thereafter.
- Ability to work around various outdoor contaminants, such as pesticides, herbicides, and airborne and plant allergens.
- Ability to communicate clearly and concisely, both orally and in writing, and conduct training sessions.
- Working knowledge of computer operations, desktop publishing, printing, use of the internet, multimedia presentation devices and other common office equipment. Working knowledge of Microsoft Office and Google Applications.
- A valid driver's license with an acceptable motor vehicle record allowing insurability by the park district's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter. Candidates for employment may not have more than 4 total points (or equivalent penalty) issued by a recognized licensing authority for driving-related violations on their driving record at the time of employment.

**STANDARD EXPECTATIONS:**

- Works as a member of the team to achieve a common goal.
- Promotes the mission and core values of The Olander Park System.
- Shows respect for self and others.
- Abides by park system policies, protocols, and procedures.
- Conducts self in a professional manner as a reflection of the park system.
- Delivers services in a culturally competent manner.
- Supports the park system's efforts in gaining new or keeping existing levies.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee may be required to be able to move or travel to various work locations; and the ability to remain in a stationary position, and move weights up to 50 pounds. The ability to work in a cold/hot environment with proper protection for sustained periods of time. Ability to perform moderate physical actions while training and working. Reasonable accommodation will be made for known physical limitations of qualified employees and applicants with disabilities.

Alternates to the above qualifications are acceptable as approved by the Executive Director.