

**Incumbent**  
Paul Provencher

**Revised**  
February 2011

**POSITION DESCRIPTION**  
**CITY OF GLASGOW**

**POSITION IDENTIFICATION**

<b>Functional Title:</b>	Maintenance Engineer
<b>Department:</b>	Recreation
<b>Supervisor:</b>	Recreation Director
<b>Subordinates:</b>	None
<b>Status:</b>	Non-Exempt

**SUMMARY**

Performs a variety of administrative, supervisory, and semi-skilled tasks in the maintenance and operation of buildings, grounds, parks, open spaces, and recreation structures.

**SUPERVISION RECEIVED**

Works under the general supervision of the Recreation Director

**SUPERVISION EXERCISED**

Supervises Sullivan Park maintenance workers, assigned community service workers, and temporary employees as required

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Determines work procedures, prepares work schedule, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
3. Develops and maintains a park and open space maintenance management system. Develops park maintenance and operating procedures and methods within limits of departmental policies and procedures.
4. Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.

5. Determines, calculates and secures the appropriate materials and supplies for a specific project.
6. Improves work methods to accomplish assigned work.
7. Assures that tools and equipment are properly maintained and kept in proper working condition.
8. Assigns, supervises, and evaluates park maintenance workers, temporary employees, or community service workers.
9. Oversees the maintenance of the municipal swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as need to maintain standards.
10. Oversees and assists in the mowing and maintenance of park and open space areas such as baseball and soccer fields; mows weeds, cleans and maintains tennis courts and nets, oversees and assists in the maintenance of sprinkler systems and the repair and installation of the sprinkler lines and heads.
11. Oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of Sullivan Park.
12. Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
13. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.
14. Open and closes, locks and unlocks City facilities as needed.
15. Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.
16. Cleaning of the gymnasium area, locker rooms, the health center area, and the racquetball courts on a daily basis.
17. Repairing of equipment when able and maintenance of the Jacuzzi.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from high school or GED equivalent, and
- (B) Five years experience in repair and maintenance work, at least two of which have been with a park system, or
- (C) Any equivalent combination of relevant education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Considerable knowledge of equipment, materials and supplies used in building and grounds maintenance, working knowledge of equipment and supplies used to do minor repairs, working knowledge of first aid and applicable safety precautions.
- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule, ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions, ability to communicate orally and in writing
- (D) Ability to use equipment and tools properly and safely, ability to understand, follow, and transmit written and oral instructions, ability to establish effective working relationships with employees, supervisors, and the public.

## **SPECIAL REQUIREMENTS**

Valid state driver's license or ability to obtain one. A Herbicide applicator's license and commercial driver's license endorsement are desirable.

## **TOOLS AND EQUIPMENT USED**

Pickup truck and passenger van, lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work, swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee frequently is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel,

crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions; high precarious places; toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, extreme cold and heat. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Position Description Approval:**

\_\_\_\_\_  
**Manager/Supervisor**

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**Date:**

\_\_\_\_\_  
**Incumbent**

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**Date:**