



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: SENIOR RECREATION MAINTENANCE TECHNICIAN

DIVISION: Recreation
REPORTS TO: Senior Recreation Supervisor

CLASSIFICATION CODE: 7244
DATE REVISED: July 25, 2007

POSITION SUMMARY:

Under general direction, performs skilled and semi-skilled maintenance and custodial tasks in the upkeep and operation of recreation buildings, facilities and equipment, and other related work as required.

DISTINGUISHING FEATURES:

The Senior Recreation Maintenance Technician works independently, performing journeyman level work in maintenance and repair throughout the District. This position works from plans and uses a variety of power tools and equipment including drills, sanders, saws and generators as a common and recurring work assignment. Duties may include HVAC, carpentry, pool maintenance, painting, and pest management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include, but are not limited to the following:

1. Performs a wide range of custodial duties in maintaining District facilities in a clean, safe and ready-to-use condition.
2. Operates buffers, vacuum cleaners, and other custodial equipment.
3. Arranges rooms for meetings and other functions.
4. Performs pest management control.
5. Assembles furniture and equipment.
6. Lights and turns off boilers, heaters and appliances.
7. Inspects buildings and grounds for safety and security and reports malfunctions and unusual occurrences.
8. Performs inspections, installations, repairs, and light maintenance in the areas of plumbing, electrical, HVAC, locksmithing, carpentry, masonry, painting, and roofing.
9. Performs, understands, and interprets water tests and adds chemicals to pools as needed.
10. Cleans and repairs pool equipment.
11. Handles all pool chemicals safely.
12. Establishes repair and preventative maintenance schedules and controls, and maintains records.
13. Maintains equipment and tools used in performance of duties.
14. Makes recommendations regarding contract services, and may act as District representative for contracted repair, maintenance and remodeling jobs.
15. Responds to on-call and after-hours emergencies.
16. Operates a truck in transporting supplies, equipment or recreational program materials.
17. Requisitions custodial and maintenance supplies and equipment.
18. Responds to special requests from other divisions.
19. Provides budgetary input for purchasing of supplies and equipment.
20. Trains, assigns or schedules building attendant or custodial staff according to schedules of programs and activities.

21. Confers with supervisor on status of facility maintenance, requirements, and problems.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. Employees in this position will typically spend the majority of time performing duties in an indoor environment, but occasionally will be required to work outside in various types of weather. The employee may expect to: work an irregular work schedule including some weekends or holidays; respond to off-duty calls; perform work alone or as a team and at various site locations. The employee may be exposed to the following: a variety of climatic conditions; electrical energy; natural gas; pesticides; dust; solvents, paints, and cleaning agents. The employee may perform work; on slippery or uneven surfaces; on ladders or scaffolding; in confined spaces; around moving vehicles and equipment, and equipment with moving parts.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee is required to: perform tasks requiring a relatively high degree of physical strength and endurance; stand for long periods of time; have bodily movement adequate to climb, stoop, kneel and crouch; safely lift and carry objects weighing up to 50 pounds; communicate clearly in person, by telephone and by radio; have vision that distinguishes colors and has depth perception; have manual dexterity to grasp and use tools and communicate in writing.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Completion of high school or its equivalent, and

Experience: Three years of recent full-time paid experience or its equivalent in part-time paid experience, in a position responsible for building maintenance or a closely related field.

OR

A combination of education and experience that would likely provide the required knowledge and abilities.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of: Methods, materials, and equipment used in cleaning various types of surfaces; a wide variety of building trades and other technical areas and the associated tools, materials, and standard practices; safety methods and procedures in custodial, repair, and maintenance operations; operative principals of heating, air conditioning, electrical and plumbing systems; procedures for pest control and damage prevention.

Ability to: Work independently with minimum supervision; understand and carry out oral and written instructions; maintain accurate records and make reports; use specialized cleaning and maintenance tools and equipment; read blueprints and work from sketches and diagrams; maintain cooperative working relationships with those contacted in the course of work; set task priorities and work and work efficiently; effectively schedule and /or assign staff; exercise independent judgment in evaluating tasks.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

- A valid State of California Driver's License and a satisfactory driving record are conditions of initial and continued employment.
- When assigned to Pool Maintenance, possession of a Certified Pool Operator Certification (CPO) is required within 6 months of hire.