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Apply By: Friday, April 9, 2021

TITLE PART TIME RECREATION FACILITY MAINTENANCE TECHNICIAN

DEPARTMENT PARKS AND RECREATION

SUPERVISED BY RECREATION FACILITIES OPERATIONS MANAGER

SUMMARY RESPONSIBLE FOR CARE AND MAINTENANCE OF RECREATION CENTER/
OUTDOOR POOL AND BURICH ARENAS AND OTHER LOCATIONS AS NEEDED
AND AS ASSIGNED

DUTIES AND RESPONSIBILITIES

1. Greets the public and answers questions using good customer service skills and a professional presence at all times.
2. Performs opening and closing of the facilities. Collects admission and secures all collected monies. Supervises building and grounds during public usage.
3. Performs the following custodial and maintenance tasks:
 - a) Performs custodial duties, including but not limited to: Sweeps, mops, washes and vacuums floors. Dusts, polishes, arranges and moves furniture and equipment. Empties wastebaskets and trash receptacles.
 - b) Works with other staff with minor repairs on plumbing and furnishings.
 - c) Washes windows, walls, doors and trim. Cleans restrooms and replenishes supplies.
 - d) Removes snow from building entrances and sidewalks.
4. Responsible for the maintenance of the rink surfaces and the installation and removal of the hockey rink boards/glass. Resurfaces the ice rinks in both the East and West arenas using the ice resurfacing equipment, monitors, inspects and maintains refrigeration system.
5. Maintains decorative areas such as flower beds, shrubs and other landscaping. Performs turf maintenance including mowing and weeding of Arena/Recreation Center grounds.
6. Prevents accidents and allows for the enjoyment of all patrons through fair and consistent enforcement of policies, rules, and regulations governing the conduct of individuals using the facilities.

7. Uses and operates equipment but not limited to telephone, ice resurfacer, ice edger, floor scrubber, and personal computer, printer, and other general office equipment. Operates City vehicles as required.
8. Completes any necessary paperwork including accident/incident reports, season pass forms, and time records.
9. Sets up and takes down athletic equipment for recreation contests and events. Assists with set up and clean up of facility, including proper storage of supplies.
10. Oversees lost and found items receptacle.
11. Participates in PRCE work teams as needed and assigned.
12. Follows all city policies and procedures, including exceptional safety standards. Attends all required safety trainings.
13. Other duties as assigned.

EQUIPMENT Custodial/maintenance equipment, ice resurfacing equipment, ice edger, floor scrubber, telephone, basic office equipment, and City vehicles.

MINIMUM QULIFICATIONS High school diploma or equivalent and 1 year of related experience.

REQUIRED QUALIFICATIONS Must be 18 years of age, required for operation and maintenance of the ice resurfacing equipment. Must possess strong customer service and communication skills. Basic math skills along with experience working in a monetary operations system. Valid driver's license to operate City vehicles.

DESIRABLE QUALIFICATIONS High school diploma or equivalent and 3 years of previous ice arena and public swimming pool work experience. Ice resurfacing equipment operation experience, knowledge and experience with refrigeration systems. Knowledge of swimming pool care and maintenance. Knowledge of cleaning materials, equipment and methods. Knowledge or experience with building and turf maintenance. Previous customer service experience. Ability to understand and carry out oral and written directions; communicate effectively with program participants, community members and staff; be versatile, flexible, friendly and cooperative. Able to independently initiate and complete work activities. Must perform duties to the safety standards set by the city.

WORKING CONDITIONS Considerable contact with the public. Generally inside work in temperatures required for ice arena, outdoor pool, indoor gymnasium and may occasionally be required to work in all types of weather conditions, and all types of noise levels. This position is generally scheduled for an annual average of 32 hours per week. Scheduled hours will vary to cover facility events. Evening and weekend work is typical.

Minimum Starting Payrate: \$19.32
Insurance Benefit Earning Position

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR POSITIONS: Building Custodian, Liquor Store Clerk, Laboratory Technician, Building / Recreation Facility Maintenance Specialist, Recreation Facility Maintenance Technician

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 regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move 25 to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate.

The duties listed in job descriptions 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 a 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.