

Ken-Caryl Ranch Metropolitan District

JOB DESCRIPTION

Position Title	ASSISTANT MAINTENANCE TECHNICIAN
Supervisor's Title	Parks Foreman
Department	Parks
Grade	2
FLSA Status	Non-exempt
Effective Date	2/25/19

This Job Description outlines the basic requirements, duties and general responsibilities of the position of Assistant Maintenance Technician. This position is "at will," which means the Ken-Caryl Ranch Metropolitan District ("District") may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

The Assistant Maintenance Technician is responsible for assisting the Maintenance Technician in the maintaining of playgrounds, fences, bike trails, landscape lighting, athletic fields, and other hardscape features maintained by the District.

Primary Duties and Responsibilities:

1. Maintenance Duties and Responsibilities
 - a. Inspect and repair all playground equipment to ensure that all playgrounds are in a good state of repair and useable by the public.
 - b. Inspect and repair fences maintained by the District. Schedule and assist seasonal staff with the painting of designated fences.
 - c. Inspect and repair greenbelt walkway lights, monument sign lights, and facility building and parking lot lights.
 - d. Maintain existing drainage systems and identify areas with poor drainage and make necessary repairs to alleviate the problems.
 - e. Perform maintenance on all baseball and soccer fields.
 - f. Maintain asphalt, concrete, and natural surface trails.
 - g. Remove trash from parks, greenbelts and facility grounds; empty trash containers and fill dog waste bag dispensers.

- h. Inspect, repair and replace all District owned signs.
 - i. Utilize proper safety precautions related to all work performed.
 - j. Direct inquiries from public to appropriate supervisory staff.
 - k. Participate in snow removal activities.
 - l. Perform related duties as assigned.
2. Physical Duties and responsibilities
- a. Safely operate all parks maintenance equipment such as dump truck, backhoe, front-end loader, skid-steer, trencher and all snow removal equipment.
 - b. Operate electrical wire tracking and fault locating equipment.
3. Supervisory Duties and Responsibilities
- a. Monitor the performance of seasonal staff.
4. Miscellaneous Duties and Responsibilities
- a. Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position.
 - b. Work independently and effectively in a variety of maintenance activities.
 - c. Multi-task and prioritize projects.
 - d. Report to work early in the morning, late in the evening, and on weekends and holidays for snow removal.
 - e. Assist in landscape maintenance projects (i.e., tree care, raking, trash removal, fence and lighting repair, snow removal, turf fertilizing, etc.).
 - f. Work extensively with other parks workers on various projects.
 - g. Use proper safety precautions for all work performed, as outlined in the Employee Safety Guidelines.
 - h. Establish and maintain positive working relationships with supervisors, co-workers, and subordinates.
 - i. Work well in a progressive, team-oriented environment.
 - j. Provide excellent service to the community.
 - k. Have a positive attitude and be a self-starter.

- l. Safely use equipment, tools and materials consistent with the manufacturer or product directions or specifications, and use industry-accepted safe working methods and techniques.
- m. Adequately care for, and maintain, all District property, and appropriately supervise use, care and maintenance of all District property by supervised personnel, and immediately report any damage to the Parks Foreman.
- n. Perform other duties as may be assigned from time to time.

Immediate Supervisor:

The Assistant Maintenance Technician reports directly to the Maintenance Technician, and receives supervision from all higher levels of supervisory staff.

Supervisory Responsibility:

The Assistant Maintenance Technician provides supervision to seasonal staff assigned to the department.

Minimum Qualifications and Certification Requirements:

1. Education, Work Experience and Certification Qualifications and Requirements
 - a. Possess high school diploma or G.E.D.
 - b. Two years of park maintenance experience with increasing levels of responsibility, or any combination of education and/or experience that has provided the knowledge and abilities necessary for excellent job performance.
 - c. Possess or obtain within six months of hire, and maintain, a valid Colorado Driver's License, with driving record, and be insurable by District insurance carrier.
2. Maintenance Knowledge and Abilities
 - a. Understand how to operate hand and power tools, and how to safely use and care for them.
 - b. Possess skills and techniques for supervising and training seasonal staff.
 - c. Know how to safely operate equipment and power tools including, but not limited to, front-end loader, backhoe, skid steer, trencher, sod cutter, snow plow, dump truck, stump grinder, chipper, bucket truck, rope and saddle climbing gear, chain saw, and hand tools is helpful.

Working Environment and Physical Requirements:

This position requires work in a variety of locations and conditions, but most work is outside and requires physical labor. Accordingly, the Assistant Maintenance Technician must be able to work in the following environment and meet the following physical requirements.

1. Working Environment

- a. Moderate physical activity will be required frequently.
- b. Work will be required in all weather conditions.
- c. Work may be required under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces and proximity to moving mechanical equipment, falling trees, and chemicals.
- d. Use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision will be required frequently.
- e. Work will involve periods of high physical, mental and/or emotional stress.

2. Physical Requirements

- a. Have ability to lift, move and carry objects in excess of fifty (50) pounds frequently.
- b. Have ability to stand, walk, sit, kneel, stoop, bend, lift, squat, push, pull, crawl, jump, climb, pinch, grip, reach over head, reach away from body, and perform repetitive motions.
- c. Be able to work evenings, weekends and holidays as needed.