

RECREATION CENTER MAINTENANCE TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Recreation Center Maintenance Technician is responsible for the installation, maintenance, inspection, and repair work on the Red Mountain Multigenerational Center. Duties include: making routine plumbing repairs (example: repairing leaks, unplugging toilets and drains, etc.); replacing light bulbs and fluorescent lights, and making electrical related repairs (example: replacing electrical receptacles, etc.); performing routine carpentry work (example: minor paint jobs, installing doors, door stops, cabinet doors, tile, adjustable shelving, etc.); performing preventive maintenance on Heating, Ventilation, and Air Conditioning (HVAC) systems (example: replacing air filters, etc.); making minor grounds and landscape irrigation repairs; performing routine inspections of facility to ensure compliance with fire codes; monitoring contracts and ordering of supplies; obtaining competitive quotes/estimates and making recommendations for purchases; inspecting fitness equipment for damage and prioritizing and scheduling repairs; operating light motorized equipment, a hydraulic lift, power washer, and auto scrubber; and unskilled tasks such as room setup and clean-up. A Recreation Center Maintenance Technician is also responsible for selecting, training, supervising and evaluating part-time staff, temporary agency workers, and volunteers. This class is responsible for performing related duties as required.

Distinguishing Features: Working conditions include: working at heights of up to 60 feet or in small spaces, standing for long periods of time, dealing calmly with angry people, performing unpleasant custodial tasks (example: clean-up or repair of toilet and sewer backups), and lifting and moving heavy objects. Employees are required to use City, section, and Occupational Safety and Health Administration (OSHA) safety procedures, and appropriate equipment in completing assignments. Supervision is received from the Recreation Supervisor, who reviews work through meetings, reports, and results achieved. Incumbents work rotating shifts and are also subject to irregular hours (example: evenings, weekends, holidays, and split shifts), sometimes on short notice. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience with at least two of the following maintenance areas: HVAC systems, plumbing, electrical, carpentry and/or structural components. One year of supervisory or lead experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Preferred/Desirable Qualifications. Event and/or room setup experience is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with clients, other City employees, temporary agency workers, vendors, contractors, and the general public in order to respond to questions and requests for service, give directions, answer questions, discuss event setup, explain equipment operation, and enforce safety regulations and City, Department/Recreation Center policies. Prepares reports and leaves information and instructions for the next shift. Instructs and trains new staff, and temporary agency workers.

Manual/Physical: Inspects work-related conditions to determine compliance with prescribed operating and safety standards. Distinguishes colors to repair electrical switches and outlets. Detects natural gas leaks, smoke, and pesticides. Operates power-driven machinery such as a buffer, drill, power washer, auto scrubber, and key machine to complete maintenance work. Uses equipment and tools such as hammers, screwdrivers, wrenches, drills, saws, trenchers, augers, and other tools commonly used to maintain facilities and associated equipment. Installs and replaces filters, belts, and cooler motors in order to make repairs, and perform preventive maintenance. Reviews the work of part-time and temporary agency workers to ensure compliance with standard safety and operating procedures, and event work orders. Measures distances to lay out chair and table patterns. Sets up chairs, tables, staging, risers, and other furniture according to work order specifications. Sets up and/or operates sound and lighting equipment. Performs custodial cleaning and maintenance tasks such as sweeping, mopping, shampooing carpets, operating a floor scrubbing machine, picking up trash, unclogging drains, fixing leaks, painting to maintain facility or remove graffiti or vandalism damage, replacing broken electrical outlets, and changing light bulbs and fuses. Operates a motor vehicle (pickup truck and forklift) requiring a standard Arizona Driver's License to move equipment, pick up parts and materials, and move carts of tables, chairs etc. Enters information into a personal computer. Moves stacks of tables and chairs, and risers weighing 50 pounds or more, using a cart or other aid to assist with the lifting, long distances (more than 75 feet) in order to set up rooms. Works in a variety of weather conditions while performing work. Works in small cramped areas while performing facility maintenance/repairs. Works at elevations greater than ten feet while repairing or maintaining building structures (example: roof repairs, etc.) and equipment (example: evaporative cooler and roof top heater repairs, etc.). Climbs ladders or steps to reach objects. Walks over rough, uneven, or rocky surfaces. Moves debris, dirt, furniture, or other materials. Meets scheduling and attendance requirements.

Mental: Understands and interprets blueprints and schematic drawings to assist in making HVAC, plumbing and electrical repairs. Performs assigned tasks quickly and correctly through on-the-job training and educational opportunities. Understands safety regulations and practices safety precautions. Prioritizes and assigns work to part-time staff and temporary agency workers, and prioritizes own work relating to sequence of room setups and completing routine maintenance tasks. Applies knowledge of established policies and procedures to respond to client questions and requests for service, such as considering impact upon other events, running an event past agreed upon hours, whether staffing is available to make changes to a room setup pattern or audience capacity shortly before an event begins, and, if appropriate, whether the client is willing to pay the increased costs. Reads and interprets simple sketches and drawings. Estimates labor or material costs from work plans to determine staffing level needed to complete setup within time allotted. Supervises the work of part-time and temporary agency workers engaged in meeting and event setup, including training in procedures and proper operation of equipment.

Knowledge/Skills/Abilities:

Knowledge of:

City policies and procedures regarding events;
general understanding of fire codes;
general event layout, equipment and room capacity;
general maintenance procedures and equipment;
customer service principles;
stage lighting and sound systems in a large public assembly facility designed for multipurpose use; and
theatrical, commercial, and general event layout.

Skill in:

instructing workers to complete tasks;
providing service to customers;
operating cleaning, maintenance, lighting, sound, and AV equipment; and
operating motorized equipment such as forklifts, hydraulic lift, power washers, auto scrubbers, vehicles,
etc.

Ability to:

supervise work crews;
inspect for compliance with fire codes;
assist skilled maintenance technician/worker with remodeling projects;
perform manual labor outdoors in temperature extremes for extended periods of time;
establish and maintain effective working relationships with fellow employees; and
be tactful yet firm in dealing with impatient, upset, and/or demanding clients.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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JOB FCTN-GEN

INCREMENTS 62-200

PAY GRADE: 47

IND-9015

SWORN-No