

THE CITY OF SHARONVILLE

Position Description

Title: RECREATION MAINTENANCE (Part Time)

Immediate Supervisor: RECREATION MAINTENANCE MANAGER

FLSA Status: ___ Exempt X Non-Exempt Civil Service Status Classified

General Purpose of Position:

Under the direction of the Recreation Maintenance Manager or his/her designated alternate, this employee will be responsible for assisting with the daily maintenance and operation of the recreation facilities; also responsible for assisting in safety precaution and safe and proper use of equipment and tools. This employee is a representative for the Parks and Recreation Department and therefore must have thorough knowledge of, must adhere to, and must enforce all recreation rules, guidelines and procedures set forth by the City Council and the Recreation Director.

Essential Functions:

- 1) Perform program and room set-ups and tear down including, tables, chairs, stage, booths, equipment etc.
- 2) Cleaning of floors (including vacuuming, mopping, sweeping, operating electric floor cleaner etc.), walls, windows etc. to maintain quality cleanliness and order.
- 3) Emptying trash in all areas of facilities including outdoor smoking urns
- 4) Set-ups for special events which may include volleyball equipment, raising and lowering basketball nets electrically and manually, moving bleachers, setting up team benches, electronic scoreboards, booths, stages, decorations etc.
- 5) Cleaning all restroom facilities including shower stalls, toilets, mirrors, carpets, tile, sinks & restocking all supplies etc.
- 6) Spot clean stains; vinyl cove base, walls, equipment, lounge tables especially during heavy use times.
- 7) Insure safety of facilities for users. Be aware of possible hazards and correct or report to proper authorities. Know emergency procedures and follow accordingly. Accurately fill out necessary reports such as accident, incident, and suspension forms.
- 8) Insure cleanliness of outside facility; perform prescribed daily cleaning duties such as emptying trash and picking up litter in parking lots, gazebo area, flower beds, playground areas, ball fields, tennis courts, outdoor basketball and volleyball courts etc.

- 9) At all times conduct yourself in a professional manner.
 - follow prescribed dress code,
 - insure privacy of office areas and files; keep information confidential;
 - insure safety of all persons, equipment and facilities,
 - no excessive abuse or use of personal phone calls or visitors,
 - no unauthorized use of city property or equipment and supplies,
 - no malicious gossiping or any language or behavior that would bring detriment to the department or city reputation.
- 10) Adhere to official lunch/dinner breaks.
- 11) Never leave your area or zone unattended without permission or unless an emergency exists.
- 12) Adhere to and enforce city non-smoking policy.
- 13) Adhere to and enforce department eating and drinking policies.
- 14) Attend all mandatory staff meetings and trainings unless excused by supervisor.
- 15) Wearing of earrings and loose jewelry is not permitted while on duty (Loose jewelry is considered a safety hazard while working with equipment. Wearing of medical notification jewelry is permitted.
- 16) Know and adhere to policies governing hostile environment and sexual harassment.
- 17) Report any damage or repairs needed in Community Center or grounds and fill out proper paperwork.

Other Duties:

Perform other duties as required, requested or necessary.

Minimum Requirements for Entry to Position:

High School Diploma or any combination of training, education and/or work experience which indicates possession of the skills, knowledge and abilities listed above. Must be at least 18 years of age. Must be able to read and write written instructions. Demonstrate ability to set up sport equipment such as volleyball and rental equipment such as set up and tear down of tables, chairs, stage etc.

Special Qualifications:

Must be free of felony convictions.

Must remain free of drug and alcohol abuse.

Must maintain supervisor's trust and confidence to make proper decisions.

Must support the city and department's policies and procedures.

Physical Requirements Not Obvious from Essential Functions:

Must demonstrate a pattern of reliable and predictable attendance.

Ability to sustain manual labor for extended periods in all kinds of weather conditions.

Ability to lift and load at least 50 pounds overhead and onto the bed of a city dump truck.

Ability to be on call 24 hours a day.

Employee's Signature

Date

Recreation Maintenance Manager Signature

Date