

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
March 21, 2018

Job Title: Grounds/Facilities Maintenance Worker I (part-time)
Department: Recreation
Hourly Rate: \$14.79 per hour; additional compensation for Certified Pool Operator certification and/or Certified Ice Technician certification
Union Position: International Association of Machinists and Aerospace Workers
AFL-CIO, Local 1363
Hours: Up to 25 hours per week; nights and weekends are required.
Application Deadline: Open until filled

GENERAL DEFINITION OF WORK:

Performs responsible semiskilled work conducting building maintenance assignments, resurfacing ice, cleaning buildings and grounds, and/or repairing parks and playgrounds; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing a variety of tasks involving the cleaning and maintenance of buildings and grounds; resurfacing ice and maintaining ice surfacing equipment; monitoring and maintaining swimming pool filtration and chemical feeding systems, routine and seasonal swimming pool maintenance, securing park, basketball courts, playgrounds and facilities; maintaining playground equipment and related areas; assisting customers as necessary.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Waters grass and plants as needed; removes snow from sidewalks; vacuums buildings.
- Sets-up and takes down tables, chairs and other equipment for activities and meetings; returns furniture and equipment to storage areas after use; moves office furniture and building equipment.
- Maintains building; cleans restrooms and locker rooms; ensures buildings and playgrounds are clean and litter free.
- Monitors building and cleaning supplies; informs Managers and Supervisors of supply needs.
- Rakes and cleans playground surfaces; adds sand, gravel, and related playground material as required.
- Maintains baseball and soccer fields; paints lines and drags fields.
- Maintains playground equipment; performs limited carpentry and repair work; installs and maintains signs.
- Operates power tools and landscaping and maintenance equipment.
- Opens and closes ice skating rink, playgrounds, tennis courts and swimming pool; sharpens ice skates; replaces skate laces.
- Possess the knowledge and ability to perform basic electrical, carpentry and plumbing tasks.
- Operates ice resurfacing equipment; ensures ice is smooth for figure skating, hockey and public skating.
- Maintains temperature of ice and facility areas as agreed upon by management; ensures compressors and mechanical systems are operating properly.
- Maintains ice resurfacing equipment; re-charges batteries; maintains records;
- Backwash's swimming pool filtration systems, monitors swimming pool mechanical operations including but not limited to heaters, motors, pumps and chemical feeding systems.
- Completes small engine repair and preventative maintenance.
- Responds to customer questions.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of ice arena maintenance practices including ice resurfacing procedures; knowledgeable of maintenance practices and procedures involved in the maintenance of swimming pools, buildings, playgrounds, and parks; knowledge in the use of common hand and power tools; knowledge of the safe operation and preventive maintenance of common automotive and mechanical equipment; the ability to read and communicate effectively both orally and in writing; the ability to perform medium and heavy physical work; the ability to establish and maintain effective working relations with Supervisors, Co-Workers and the general public in a professional manner.

EDUCATION AND EXPERIENCE:

Education equivalent to graduation from high school. Preferred experience: facility and grounds maintenance; mechanical operation and repair including HVAC; use and repair of maintenance equipment.

PHYSICAL REQUIREMENTS:

This is medium to heavy work requiring the exertion of 75 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

A valid State of Ohio driver's license is required. Thornton Park Ice Arena operates 361 days per year, 7 days a week with a typical day of operation from 5:00 am – 11:00 pm. The successful candidate must have the ability to work a flexible schedule, including early mornings, late evenings, weekends and some holidays.

Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE FILE CITY APPLICATION WITH THE HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120. APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM AND AT CITY HALL RECEPTION DESK. E-MAIL: human.resources@shakeronline.com EOE