

**POSITION TITLE: MAINTENANCE SPECIALIST**

**DEPARTMENT: PARKS AND RECREATION**

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Facilities Coordinator/Maintenance Coordina-

tor  
**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:** \_\_\_\_\_

None

**DIRECT:**   0  

**INDIRECT:**   0  

### POSITION FUNCTION

This position is responsible for assisting the Facilities Coordinator or Maintenance Coordinator in ensuring that park grounds, buildings and sports facilities are properly maintained.

### JOB RESPONSIBILITIES

Prepares facilities for rentals

Operates equipment

Maintains grounds

Prepares athletic fields

Checks mechanical pool operations

Prepares for special events

Oversees temporary staff (Park Laborers) work quality/reports issues to immediate supervisor

Performs other related duties as assigned

### PHYSICAL REQUIREMENTS

Job requires incumbent to stand, talk/hear, walk, use hands to finger, handle or feel and lift up to 50 pounds.

**REQUIRED SKILL SETS*****Occupational/Technical Skills***

- Ability to operate power equipment and dump trucks
- Knowledge of irrigation systems and chlorine/pH tests
- Must maintain a valid Ohio Driver's License and have the ability to drive

***Administrative Skills***

- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to use techniques of effective time management
- Ability to handle multiple priorities and projects

***Cognitive Skills***

- Ability to deal with a variety of concrete variables in standardized situations
- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to make timely, sound decisions
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to process or generate information without either overlook-

ing important items or getting enmeshed in technicalities

***Communications Skills***

- Ability to speak effectively one-to-one
- Ability to demonstrate attention to and convey understanding of the comments or questions of others

***Interpersonal Skills***

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to arrive at constructive solutions while maintaining positive working relationships

**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed outdoors regardless of weather; incumbent has significant in contact with City citizens and the general public. Hours may be irregular, including evenings, holidays, and weekends.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

High school diploma or equivalent; certification/licenses include First Aid/CPR, Certified Pool Operator; must obtain an applicator license within one-year of appointment; minimum six months relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.