

City & Borough of Wrangell

Position Description

Position: Custodian-Light Maintenance	Position Number:
Department/Site: Parks & Recreation/Community Center	FLSA: Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 15

Summary

Under the supervision of the Parks and Recreation Director, performs a variety of custodial and light maintenance duties in aquatics, recreation, and park facilities, requiring knowledge and skills including; janitorial, installation, maintenance, modification and repair work of equipment, grounds and buildings.

Distinguishing Career Features

The Custodial-Light Maintenance position assists with the maintenance and is responsible for the upkeep of Wrangell's Parks and Recreation Facilities. The job involves attention to detail, safety, and the ability to work both independently and in a team setting.

Essential Duties and Responsibilities

- Maintains pool chemistry tests, safe chemical handling, balancing and circulation at proper levels, along with monthly reports.
- Maintains aquatics, recreation, and park facilities to include janitorial responsibilities.
- Maintains aquatics, recreation, and park grounds to include general maintenance, trash removal, mowing and landscaping duties, and exterior building light maintenance.
- Performs maintenance work as required in support of and in preparation for recreational programs or activities at assigned facilities.
- Assists in maintaining product and equipment inventories, purchase records and ordering supplies.
- Troubleshoots and resolves or oversees resolution of routine maintenance problems such as facility issues or basic mechanical equipment malfunctions.
- Monitors, maintains, and assists with repairs of pumps, motors and valves at the swimming pool.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Qualifications

Knowledge and Skills

- Requires knowledge of cleaning equipment, materials, and procedures to perform cleaning tasks efficiently and effectively.
- Requires basic knowledge of maintenance procedures and the ability to perform duties efficiently.
- Requires basic knowledge of swimming pool, equipment and facilities operation and maintenance, or ability to learn.
- Requires basic knowledge of hazards and safety precautions, or ability to learn.

Abilities

Ability to identify facility and equipment deficiencies and execute reliable repairs and maintenance. Ability to work in a safe manner without supervision and make independent decisions. Requires attention to detail and the ability to recognize safety and security hazards.

Physical Abilities

Strength and mobility to operate hand and power tools, mobility to drive a motor vehicle to various site locations; stamina to perform sustained physical labor including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment. Stooping, bending, and squatting is required on a regular basis.

Education and Experience

A high school diploma or GED equivalent is required

Licenses and Certificates

- Requires a valid Alaska Driver's License.
- Requires the ability to successfully obtain a Certified Pool Operator certificate offered, when course is available, after probation period.
- Requires the ability to complete respirator fit testing.

Working Conditions

Work is performed indoors and outdoors where safety considerations exist. Employees may perform work alone or as part of a team and may be subject to callout. Employees may be exposed to; varying noise levels; dust, fumes, and hazardous chemicals found in the pool treatment process with appropriate personal protective equipment. Employees may perform work on slippery or uneven surfaces, on ladders, and equipment with moving parts.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.