



JOB DESCRIPTION

Title: Facility and Grounds Maintenance Employee

Department: Parks & Recreation

Employment Classification: Part-Time

JOB SUMMARY

The position oversees and manages the maintenance of facilities and grounds for the Town of Bayfield and assists the Parks & Recreation staff with the maintenance of parks. The position is non-exempt.

SUPERVISION RECEIVED

The Facility and Grounds Maintenance Employee works under the general supervision of the Parks and Trails Director.

SUPERVISION EXERCISED

The Facility and Grounds Maintenance Employee will supervise contracted work on Town facilities and grounds. This position may be responsible for the supervision of part-time and seasonal staff, as well as contract employees. Leadership Team participation as applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilities and Grounds Maintenance

- Oversees facility and grounds maintenance for Town Hall, Bayfield Police Department, Senior Center, Old Middle School Gym, and other Town facilities as needed.
- Establishes a regular maintenance schedule for each facility, conducting regular facility inspections and keeping detailed records.
- Manages and reviews service contracts.
- Checks completed work by vendors and contractors to ensure sufficient quality.
- Recommends maintenance, mechanical, electrical, and facility design modifications.
- Communicates workplace safety precautions to employees and supervisors and works with the town safety coordinator to ensure compliance with all safety policies and procedures.
- Ensures security and emergency preparedness procedures are implemented properly.
- Forecasts and communicates the financial and physical resources of facility management to the Parks and Trails Director.
- Directly or indirectly ensures that facilities are clean and custodial functions are maintained according to organization policy and procedures.
- Operates, utilizes, and maintains equipment and tools designated for use by the Parks Department.
- Performs minor construction projects within skill level.

Parks Maintenance

- Mows turf grass areas, prunes shrubs, and plants, maintains ornamental flower and shrub beds, and applies herbicides, fertilizers, and other chemicals.
- Remove snow and ice from Town facilities, trails, parking lots, and sidewalks.
- Cleans and stocks public park restrooms, picnic shelters, and trash pickup.
- Prepares athletic fields.
- Supervises seasonal and temporary employees and volunteers and assists in training.
- Services, repairs, and troubleshoots irrigation systems, including replacing broken heads and repairing minor breaks in the water lines; assists with major irrigation repairs as necessary.
- Maintains and organizes Park Maintenance Facility and equipment housed at the facility.

Miscellaneous

- Works with little or no supervision within established organizational values, policies, and procedures.
- May be asked to assist in the selection and evaluation of the performance of seasonal and temporary workers in accordance with Town policies.
- Assists with set-up and staffing of Town special events, youth recreation, and adult recreation programs.
- Exhibits responsiveness to citizens and works cooperatively with Town staff to provide quality, seamless customer service.
- Complies with all organizational values, policies, and procedures and follows all verbal and written instructions.
- Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS

Education and Experience

- High school diploma or GED equivalent or a combination of education and experience to provide for the following knowledge, skills, and abilities. 3-5 years of experience in facilities maintenance, construction, or equivalent related functions.

Necessary Knowledge, Skills, and Abilities

- Thorough knowledge of the equipment and maintenance required of public facilities; extensive knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities; considerable knowledge of community recreation needs and resources.
- Possess the knowledge and ability to inspect the operational quality of facilities and systems; monitor the safety and security of the workplace throughout each day; look for areas in need of improvement and be proactive in the search for hazards or dangers.
- Knowledge of the mechanics behind electrical, HVAC, and irrigation systems, plumbing, and boilers.
- Possess a proficient level of IT literacy and knowledge of computer applications used in facility management. Willingness to learn and implement new technology.
- Ability to work and supervise a variety of individuals with understanding and leadership to promote quality performance and high morale.
- Ability to work weekends or irregular hours upon request.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Tools and Equipment Used

- Use of Town vehicles, landscaping, and ground maintenance equipment, including but not limited to riding mowers, weed trimmers, tractors, leaf blowers, utility vehicles, snow plows, chainsaws, and various hand tools.
- Must have a Valid Colorado Driver's License.

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, use hands and fingers, handle, feel, or operate objects, and stoop, kneel, crouch, or crawl. The employee is frequently required to reach with hands and arms.
- Employees must communicate clearly and effectively; they must understand and be understood.
- On rare occasions, the employee may be required to climb and balance.
- The employee must frequently carry, pull, push, or lift up to 50 pounds.
- Specific vision abilities required by this job include close and distance vision.
- It is essential that the employee be physically able to operate various vehicles and equipment successfully to fulfill the essential functions of this position.

Work Environment and General Information

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. They are in no way construed or perceived to be exhaustive.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works in an outdoor environment. The noise level in this environment can, at times, be loud, requiring proper hearing protection.

ADDITIONAL INFORMATION

- The Town of Bayfield is committed to maintaining a friendly hometown atmosphere. We place a premium on teamwork and participation while encouraging creativity and individual initiative. We believe that through collaboration, leadership can occur at all levels. We take our commitments seriously and strive to reach positive solutions.
- The duties of the job description are to be performed by demonstrating the Town's core values of Commitment to Quality Service, Integrity, Innovation, and Teamwork. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and requirements of the job change.
- To ensure the public's safety and reduce the risk of loss, drug testing, and background screenings are completed on applicants selected for employment, internship opportunities, and safety-sensitive volunteer positions. All positions are subject to a basic screening process including but not limited to a criminal history search, Motor Vehicle Record (MVR) reference check, and degree and employment verification.