



Job Title: GCRC Maintenance Assistant
Department: Maintenance
Reports To: Maintenance Director
FSLA Status – Exempt
Prepared Date – 10/18/10
Report Time – no later than 8:30am
Updated - 3/7/2022

Summary: Maintains grounds and facilities of the sports complex, pool, office, Fitness Center, Terry Stuart Building and park.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- *Mow grass, trim and edge around walks, fences, buildings, walls and trees
- *Prepare sports fields for practice and competition; including raking, dragging, chalking, and painting lines.
- *Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- *Rakes and bags or burns leaves.
- *Cleans grounds and removes litter.
- *Shovels snow from walks, parking lot, and driveways.
- *Spreads salt on public passage ways to prevent ice buildup.
- *Plants grass, flowers, trees, and shrubs.
- *Waters lawn and shrubs.
- *Repairs fences, gates, walls, and walks. Paints fences and outbuildings.
- *Sharpens tools such as weed cutters, edging tools, and shears.
- *Makes minor repairs on equipment such as lawn mower, spreader, and snow Removal equipment.

Supervisory Responsibilities

Directly supervises 1-4 part time seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include directing daily tasks; assuring safe and efficient work completion; reporting progress and recommending work procedure enhancements

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills – Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Completes work in a timely manner; Strives to increase productivity

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education and/or Experience

High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in a variety of situations

Computer Skills

To perform this job successfully, an individual should have knowledge of internet software, spreadsheet software, and word processing software.

Certificates, Licenses, Registrations

Possession of a valid Kansas Drivers License with insurable driving record. Pass background and drug screening.

Other Skills and Abilities

Turf management skills; sports field maintenance; irrigation repair and installation. Additional training within small engine repair and maintenance is encouraged.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk to hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles, extreme heat and vibration. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; toxic or caustic chemicals; extreme cold and risk of electrical shock. The noise level in the work environment is usually loud.