

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AF175 Recreation Maintenance & Inventory Tech
<b>POSITION #/TITLE:</b> 2675 Recreation Maintenance & Inventory Tech	<b>Adopted:</b> 09-12
	<b>Revised:</b>

**POSITION DESCRIPTION**

<b>Dept /Division:</b> Parks & Recreation/Parks	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> AFS/AFSCME	<b>Salary Grade:</b> 16
<b>Reports To Position #/Job Code #/JC Title:</b> 868/NB118/Parks & Recreation Maintenance Supervisor	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Physical Qualifications; Requires use of SCBA
<b>Personal Protective Equipment:</b> Eyes, hands, feet, protective clothing	

**General Statement of Duties**

Performs a variety of labor and technical maintenance services for the Parks & Recreation Department. Provides support for ordering of supplies and inventory control.

**Distinguishing Features of the Class**

Works under general supervision with most schedules and procedure highly prescribed and established in the work system.

**Examples of Essential Work (Illustrative Only)**

Provides inventory information to other City employees of the Parks & Recreation Department;  
 Prepares correspondence, reports, lists and other documents on computer;  
 Receives material and stocks inventory;  
 Locates materials and equipment in warehouse, fills supply orders & distributes maintenance supplies;  
 Receives, dates, codes, initial invoices, and checks in shipments of supplies;  
 Prepares, verifies and submits deposit sheets;  
 Performs inventory counts;  
 Performs ongoing janitorial duties and basic maintenance on swimming pools, chemical feed systems and backwashing; performs minor pool maintenance at Bender pool;  
 Completes preparation work for painting projects; assists with painting using brush, roller, or spray gun;  
 Drives truck to haul equipment and debris;  
 Operates two-way radio;  
 Wears and properly uses safety equipment including personal protective, fall protection equipment, self-contained breathing apparatus,  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

**Required Knowledge and Abilities**

Good knowledge of department policies and current issues of concern to the City and the public;  
 Good knowledge of department terminology, procedures and equipment, including the use of computers and related word processing, spreadsheet and database applications appropriate to assigned duties;

Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;  
Knowledge of proper use and care of mechanical tools and equipment;  
Knowledge of the methods and procedures for the maintenance of pools;  
Knowledge of recirculation, backwash, chemical controller/feeder systems;  
Knowledge of water chemistry;  
Skill in carrying out specified maintenance and repair tasks;  
Ability to properly utilize the following equipment and tools: one-ton truck; power tools; mechanical hand tools; airless paint sprayers, sandblaster; personal protective equipment, fall protection equipment and self-contained breathing apparatus.  
Ability to work under general supervision with most schedules and procedure highly prescribed and established in the work system.  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Graduation from High School or GED; and  
Minimum of one year experience in maintenance and repair work requiring a wide variety of skills, equipment and tools and inventory control processes; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

Valid Iowa Driver's License.

#### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to operate equipment and tools;  
Sufficient manual dexterity which permits the employee to operate equipment;  
Sufficient personal mobility which permits the employee to enter and exit vehicles, work in cramped spaces, transport supplies and materials and operate a variety of tools used in maintenance activities.