

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB118 Recreation Maintenance Manager
<b>POSITION #/TITLE:</b> 0868 Recreation Maintenance Manager	<b>Adopted:</b> 07-97
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Parks & Recreation/Parks	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 12
<b>Reports To Position #/Job Code #/JC Title:</b> 0525/NB120/Parks Superintendent	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment; Knowledge test
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Protective Clothing, Fall Protection	

<b>General Statement of Duties</b>
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Directs and supervises the work of the Recreation Maintenance crew within Parks operations; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of full-time and seasonal employees of the Recreation Maintenance crew within Parks operations.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes and supervises the maintenance activities of the Recreation Maintenance crew within Parks operations;  
 Prepares and coordinates annual, monthly and weekly work schedules;  
 Manages annual opening and closing of pools with regard to maintenance activities and plans related annual training of Aquatics staff;  
 Establishes job priorities and time frames for City park and recreation maintenance crews;  
 Monitors completion of job assignments to ensure compliance with maintenance standards; instructs workers, revises methods, and adjusts time frames as necessary;  
 Coordinates the work of several crews at different locations, requiring frequent travel to uphold supervisory responsibilities;  
 Trains full-time and seasonal maintenance workers and aquatic staff in maintenance procedures;  
 Provides technical advice to workers on equipment maintenance, park procedures and construction activities;  
 Provides technical support in pool maintenance including recirculation, backwash, water chemistry and controller/feeder systems;  
 Maintains all records on maintenance and work projects; keeps a weekly log of activities;  
 Reviews applications, interviews and hires seasonal employees;

Makes in the field determinations as to unscheduled parks maintenance;  
Performs many of the work functions of the work crews as required;  
Participates in the installation and repair of various mechanical, plumbing, irrigation and pools;  
Conducts preventive maintenance;  
Conducts playground safety inspections upon request;  
Monitors budget, purchases supplies, tracks inventories;  
Prepares bid documents in accordance with Purchasing Services policies;  
Attends meetings; meets with internal and external customers;  
Reports trouble areas to Parks and Recreation Superintendents, as applicable;  
Conducts timely performance reviews and monitors performance and staffing needs;  
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**

Thorough knowledge of grounds maintenance landscaping practices, and athletic field maintenance;  
Thorough knowledge of the maintenance and repair of parks buildings and related facilities;  
Thorough knowledge of the methods and procedures for the maintenance of recreational, sports, and playground equipment;  
Thorough knowledge of the methods and procedures for preparing and maintaining sports fields, courts, and related facilities;  
Thorough knowledge of motorized equipment safety practices, procedures and preventative maintenance;  
Good knowledge of city safety policies and practices;  
Knowledge of the operation and maintenance of specialized facilities and swimming pools;  
Ability to manage, coordinate and evaluate the work of others;  
Ability to operate maintenance equipment and tools;  
Ability to use hand and power tools equipment;  
Ability to operate, maintain and make minor repairs to pumps, valves and other pool and irrigation equipment;  
Ability to operate a personal computer using standard business applications;  
Ability to communicate effectively and maintain working relationships with other department personnel, supervisory personnel, contractors, and volunteers;  
Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations on parks maintenance activities and budget;  
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, supplemented by additional course work in parks and recreation management; and  
Considerable experience in grounds maintenance with some supervisory experience; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Iowa Pesticide Applicator's License (within 6 months of appointment).

NSPF Certified Pool Operator (CPO) required within 6 months of appointment.  
Valid Iowa Driver's License.

<b>Essential Physical Abilities</b>
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Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to observe park maintenance needs and problems and to operate motorized equipment and perform maintenance and repair activities for buildings, grounds and park facilities;

Sufficient manual dexterity, which permits the employee to use hand and power tools and perform construction and maintenance activities;

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 park, facility and building construction and maintenance activities.