



GRANVILLE RECREATION DISTRICT

Job Description Form

Title	Maintenance Director		
Location	Granville, Ohio		
Div/Dept	Recreation Administration		
Reports to	Executive Director	Date	January 22 nd , 2015
Salary:	Commensurate with qualifications and experience		

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
-------------	--	--

PURPOSE / KEY RESULTS

To perform, plan, organize, coordinate and supervise a variety of semi-skilled and skilled tasks in the construction, maintenance and/or repair of parks and related facilities.

Work is done in partnership with other employees of the GRD, volunteers, and other community entities and results are safe and clean parks and recreation facilities.

ESSENTIAL RESPONSIBILITIES

- Operate mowers, tractors, trencher, vehicles and miscellaneous equipment to properly maintain parks and facilities
- Utilize a variety of hand and power tools in park landscape maintenance work;
- Assist in routine maintenance of such equipment;
- Make recommendations towards a comprehensive maintenance plan for the community's parks and recreation facilities;
- Assist with budget preparation for the maintenance department;
- Work with strategic partners to provide comprehensive maintenance service;
- Prepare and maintain athletic fields and related facilities;
- Water, mow, weed trim, renovate and fertilize athletic fields;
- Clean and maintain McPeck Lodge including restrooms and surrounding areas
- Prune trees and shrubs; plant trees, flowers and shrubs; as needed
- Perform unskilled, semi-skilled and skilled tasks involving the maintenance, construction and repair of park and recreational facilities;
- Apply herbicides, fungicides and pesticides safely;
- Maintain records of fertilizers and chemicals used;
- Coordinate and organize volunteers to assist with maintenance projects;
- May assist in other sections of the department as directed;

Title	Maintenance Director		
Location	Granville, Ohio		
Div/Dept	Recreation Administration		
Reports to	Executive Director	<i>Date</i>	January 22 nd , 2015
Salary:	Commemorate with qualifications and experience		
	<ul style="list-style-type: none"> Other duties as assigned. 		

KEY WORK EXPERIENCES / EDUCATION

Required:

Perform manual labor including lifting heavy weights, stooping, bending and twisting;

Experience coordinating details of projects from the initial planning to the completion;

Excellent communication and customer service skills in working with the public.

Self-starter; ability to work independently.

Successful completion of background check

Successful completion of drug screening

Preferred:

High School Degree with multiple years of experience in facility maintenance and athletic field maintenance.

Valid motor vehicle operator's license.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	