

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Center, Grounds and Aquatic Maintenance – Tingle Center
Department: Community Development
Reports To: Activity Center Manager
FLSA Status: Non-Exempt
Salary Level: Full-Time Pay Level 13- \$14.98 hr - \$20.22 hr

SUMMARY

The Center, Grounds and Aquatic Maintenance position is responsible for keeping the outside grounds, pool facility, and surrounding area in clean and orderly condition by performing the essential duties as listed below.

ESSENTIAL DUTIES

Inform Center Manager of any problems or concerns with the repairs or any issues with the grounds, equipment, exterior of the building, and other possible park locations.

Trim lawn of facility on a scheduled basis including weed-eating, edging, and blowing of sidewalks and parking lot.

Operation of zero-turn mower, maintenance truck with trailer and all other appropriate lawn equipment.

Adjust sprinkler timers, pole light timers, and informs supervisor when lights need replacing.

Transport mower and manage lawn of nearby parks.

Maintain grounds in a safe manner by performing safety checks at the required intervals.

Perform water test and makes specified adjustments; logs and maintains accurate record of all test results, chemical adjustments and work performed on pool and slide feature.

Operate a variety of equipment associated with aquatic maintenance including but not limited to water pumps, pressure washers, pool vacuums, test equipment.

Visually inspect and test mechanical and electronic equipment involved with the pool circulation, water quality, and dehumidification systems.

Maintain a written record of all repairs, keep a supply of common parts in stock and discuss the repair options of all unusual or major repairs with the supervisor before proceeding.

Listen for, report, and document unusual sounds from machines or equipment that could be malfunctions; and discuss trouble shooting questions with supervisor or other maintenance workers to diagnose and repair the problems.

Complete daily safety checks lists.

Backwash pool and slide filters as necessary.

Set up and operates pool vacuums, waste and water pumps, pressure washers, and machine tools such as grinder, drill, and skill saw to repair or fabricate machine parts, and aquatic facility repairs. Including but not limited to pool spray-units, aquatic equipment and fixtures.

Use ladders to adjust valves, replace lights, clean, and other various duties.

Clean and maintain the following areas; the pool shell; restrooms; storage areas; pump rooms and the surrounding deck area.

Maintain all aquatic facilities in a safe manner by performing safety checks and chemical check at the required intervals.

Clean and maintain working order of the fitness equipment.

Diagnose problems and initiate action needed to repair fitness equipment.

Assist with other duties as assigned including, but not limited to grounds, construction, building and fitness maintenance as required by the Center Manager.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

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, General Education Degree (GED), four years related experience and/or training or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES

Will be responsible for the supervision of part-time employees and/or volunteers.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. The applicant must be able to program and understand automated equipment. Schedule and execute annual, monthly and weekly maintenance schedules for the fitness equipment in all the centers.

REASONING ABILITY

The ability to apply common sense understanding, to carry out detailed but uninvolved written or oral instructions, deal with problems involving a few concrete variables in standardized situations is required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain a CPO or AFO in a specific time frame, and have a valid driver's license.

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, stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance. 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 more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust 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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; and outside weather conditions. The noise level in the work environment is usually moderate.

PARA is proud to be a “Drug Free Workplace.”

All employees subject to random drug screen.