

Tuscaloosa County Park & Recreation Authority

Job Description

Job Title: Construction/Maintenance
Department: Park Operation
Reports To: Park Superintendent for Grounds/Maintenance
FLSA Status: Non-Exempt
Job Level: Level 14 - \$14.26 min to \$17.83 max

SUMMARY

Installs, maintains, and repairs machinery, equipment, physical structures, plumbing, irrigations, and electrical systems in the Park Systems by performing the following duties.

ESSENTIAL FUNCTIONS

Receives a daily work order outlining the priority of repairs needed. Follows that work order and turns in a listing of all items that were completed at the end of his/her shift.

Informs his supervisor immediately of any problems or concerns with the repairs.

Keeps his vehicle and tools in a clean, well-maintained, and orderly fashion.

Operates a variety of equipment associated with construction and maintenance duties.

Visually inspects and tests machinery and equipment.

Listens for unusual sounds from machines or equipment to detect malfunctions and discusses machine operation variations with supervisor or other maintenance workers to diagnose problem or repair machine.

Dismantles defective machines and equipment and installs new or repaired parts.

Installs and repairs electrical apparatus, such as light fixtures, transformers, circuit breakers, installs and repairs wiring, electrical and electronic components of machinery and equipment and physical structures.

Installs and maintains monthly safety checks on play-units and physical structures within the Park System.

Repairs and maintains physical structures of establishment.

Maintains a written record of all repairs, keeps a supply of common parts in stock and discusses the repair options of all unusual or major repairs before proceeding.

Available to work a flexible schedule, upon notice, including evenings, weekends and holidays as required.

Sets up and operates machine tools such as grinder, drill, skill saw to repair or fabricate machine parts, play-units, equipment, and fixtures.

Operates cutting torch or welding equipment to cut or join metal parts.

Fabricates and repairs counters, benches, partitions, and other wooden structures.

Assists with other duties including, but not limited to grounds, ball field labor, construction and/or building maintenance as required by supervisor.

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

SUPERVISORY RESPONSIBILITIES

Directly supervises one or more employees in Park Operations. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

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

Two-year certificate from college or technical school; or three to four years related experience and/or training; or equivalent combination of education and experience.

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.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Alabama Drivers License and excellent driving record. A Commercial Driver License A Class is required within 6 months of employment.

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 regularly required to stand and walk. The employee frequently is required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 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 regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to high, precarious places, risk of electrical shock and vibration. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis if race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Workplace."
All Employees are subject to random drug screen.