

WINFIELD RECREATION COMMISSION

Position: Maintenance Technician

Primary Purpose:

The primary purpose of this position is to provide basic maintenance and upkeep for all WRC operated facilities including but not limited to, preventative maintenance, minor facility repairs, commercial cleaning equipment operation and maintenance, floor maintenance, and other tasks/duties as assigned. This position will also provide program support and help with facility set-up and clean-up before and after various programs.

Salary Range:

\$15-\$25 per hour plus benefits

Knowledge, Skill and Ability:

- Must be 18 years of age or older and a mature, responsible person with ability to accomplish assigned tasks with minimal supervision and be self-motivated with the ability to identify maintenance needs and repair issues proactively.
- Good communication and public relation skills and ability to interact with people in a public facility.
- Knowledge of facility maintenance, facility security and commercial cleaning, including floors.
- Knowledge of proper and safe operation and maintenance of commercial cleaning equipment.
- Must be flexible with work schedule to accommodate routine facility cleaning and maintenance schedules, with the availability to work weekends and some evening and/or early morning hours.
- Ability to see, hear, sit, stand, stoop, bend, walk about and repetitively lift weight up to 50 lbs.

Duties and Responsibilities:

- Work closely with part-time custodians to complete daily, weekly, monthly facility cleaning and maintenance schedules for all WRC operated facilities.
- Complete special cleaning and maintenance tasks and projects as needed and assigned.
- Complete routine daily and annual preventative maintenance on cleaning equipment and facilities.
- Snow and ice removal as necessary.
- Create order form and stock all cleaning and maintenance supplies for the facility.
- Keep all storage rooms and closets clean, safe and organized.
- Complete monthly and annual facility maintenance inspections and create an annual maintenance list for all WRC operated facilities.
- Make recommendations for the capital improvement of the facilities to the Superintendent
- Perform light grounds maintenance for WRC operated facilities, including trash collection, weed control, and flower bed upkeep (mowing/weed trimming is contracted out).
- Maintain OSHA safety standards and requirements for all WRC operated facilities.
- Help set-up and clean-up for WRC programs when needed

Education, Training and Experience:

- A High School Diploma is required and must be a minimum of 18 years of age.
- Must have a valid driver's license.
- Experience in facility maintenance and cleaning is preferred.
- Experience operating commercial cleaning equipment is preferred.