

Recreation Facility Technician

FLSA Status: Covered

Union Representation: Municipal Employees, Local 483/Recreation Employees

Class Summary:

Facility Support Technicians provide ongoing customer and facility support for a recreation facility such as set and tear down of equipment, basic equipment and facility maintenance, and ad hoc janitorial duties. This position also provides a wide range of basic customer assistance and customer service. Employees receive well-defined operational guidelines and work under the supervision and support of other higher-level professional recreational personnel.

Examples of Work: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

1. Oversees daily facility requirements of a recreation facility; ensures safety, cleanliness and operability of facilities and surrounding grounds; inspects grounds and equipment; identifies and removes or mitigates hazards; submits work orders for identified facility maintenance needs.
2. Sets up and tears down recreation equipment, supplies and furniture for recreation programs and facility rentals; picks up and delivers supplies and equipment as needed.
3. Provides customer service to citizens and facility patrons.
4. Provides onsite ad hoc janitorial duties as needed; oversees contracted janitorial work performance; performs minor landscape maintenance and other grounds keeping tasks; and provides input on facility needs to facility staff management.
5. Maintains inventories of concessions, janitorial supplies and facility equipment required for facility operation and maintenance.
6. Operates sedans, pickups, flatbed trucks and vans to transport employees, materials and equipment. Performs pre and post trip inspection of vehicles.
7. Operates hand tools, small power equipment, pressure washing equipment, snow removal supplies and equipment, two way radios, and janitorial equipment as needed. Oversees the maintenance of equipment.
8. Assists with traffic safety control, including placing traffic controls barricades, and directing traffic as required; requests street closures, parking permits, porta potty rentals, etc. for facility special events.
9. Assists recreation site staff as needed to provide program support and customer facilitation.
10. Performs related duties as assigned.

Knowledge, Skills and Abilities: (At time of appointment, base KSAs expected of all positions)

1. Basic knowledge of recreational programing, facility support and recreation equipment.
2. Knowledge of safe and effective traffic control.
3. Knowledge of emergency response techniques.
4. Knowledge of proper janitorial and facility maintenance standards.
5. Ability to safely and effectively use tools and equipment of the trade.

6. Ability to recognize choices and apply effective solutions.
7. Ability to learn specialized equipment and procedures.
8. Ability to troubleshoot tools and equipment.
9. Ability to problem solve and make independent decisions.
10. Ability to establish and maintain effective working relationships with center and other recreation staff, city employees, program participants, and the general public.
11. Skill in following oral and written instructions.
12. Skill to write clearly.
13. Skill in oral communication including skill to respond courteously to the public in person and by phone.
14. Skill in keeping accurate and completing simple reports.

Licenses; Certificates; Special Requirements:

Ability to obtain and maintain current First Aid and CPR Certification; valid Oregon Driver's license and Work Zone Traffic Control Certification required

Working Conditions:

Positions often require working a flexible schedule, including afternoons, evenings, designated holidays, and/or weekends. Incumbent is typically required to lift up to 50 pounds; to work outdoors in all weather conditions; to be called back to work during emergencies; to work in and around traffic; provide set up and take down of equipment, supplies, and materials; to wear basic protective gear.

Classification History:

Adopted July 2, 2015