

# **Richland County Park District**

## **Maintenance Manager**

\$41,600 - \$62,400 / year

(\$20 - \$30 / hr)

Full-Time

### **PURPOSE**

Richland County Park District (RCPD) serves the community of Richland county through stewardship of natural and cultural resources, nature education, and providing outdoor recreation opportunities .

The RCPD Maintenance Manager is responsible for maintenance on buildings, grounds, infrastructure, and equipment owned by RCPD. The Maintenance Manager coordinates and performs a wide range of general maintenance, repair, and construction activities and assists with project planning, budgeting, and some administrative tasks.

### **DUTIES AND RESPONSIBILITIES:**

- Is responsible for the maintenance and repair of RCPD buildings, grounds, infrastructure, and equipment in five parks spanning 800+ acres.
- Works with the Operations Director to Identify maintenance needs, plan and follow a budget, plan for projects, and develop schedules for periodic maintenance and inspections.
- Is responsible for the development and supervision of the newly created Maintenance Team.
- Trains, works with and supervises fellow staff members, technicians, interns, volunteers, contractors, and others to satisfy maintenance needs.
- Coordinates/performs general construction and repair projects such as mechanical and electrical troubleshooting/repair, constructing/maintaining trail infrastructure, installing and repairing office furniture and equipment, painting, plumbing repair, etc.
- Is responsible for grounds maintenance and landscaping needs including mowing, trimming, mulching, minor tree work, snow removal, etc.
- Keeps accurate records of equipment inventory, supplies inventory, maintenance and inspection history, and reports.
- Operates, inspects, and maintains, a variety of hand tools, power equipment, and vehicles including shears, loppers, axes, hedge trimmers, chainsaws, backpack sprayers, drip torches, UTVs, tractors, pickup trucks, and more.
- Locates, coordinates with, and evaluates contractors, service providers, and design professionals for projects and services that fall outside the scope of this position.
- Performs other duties as assigned

## **QUALIFICATIONS:**

### **Education/Experience:**

Required: 8 years of training and experience in maintenance/repair work, construction trades, or equivalent. Two years supervision/management experience.

Preferred: Formal training in carpentry, plumbing, HVAC, construction, electrical, or other trades. Two years experience working in parks.

### **Licenses, Registrations, and certifications:**

Required: Current and valid Ohio driver's license.

Preferred: CMRT; CET; SMC; HVAC; CPR/First Aid; Pesticide Applicator; Other related certifications. These may be obtained at RCPD's expense subsequent to employment.

### **Technical Skills:**

Required: Strong skills in building/grounds maintenance, principles of construction, vehicle/equipment maintenance, and troubleshooting.

Preferred: Skills in carpentry, plumbing, electrical work, HVAC, lawn care, and/or landscaping.

### **Leadership/Teamwork Abilities:**

Strong leadership abilities. Ability to follow instructions and provide feedback to superiors, work with others on a team, train and supervise subordinates, and direct the work of others.

### **Professionalism:**

Ability to maintain professional relationships with others, maintain a professional appearance and demeanor, be at work on time, and work for the entire work day/week.

### **Organizational Skills:**

Ability to develop and implement plans, prioritize work, organize schedules, analyze and improve processes and procedures, manage a budget, and account for expendables.

### **Communication Skills:**

Ability to communicate professionally and courteously with others on a daily basis; ability to communicate in writing, complete forms, reports, etc.

### **Reasoning Ability:**

Strong problem-solving and decision-making skills. Ability to carry out instructions, deal with complex problems, work with minimal supervision, collect data, and draw valid conclusions.

### **Physical Demands:**

Ability to perform manual labor for an entire work day, lift heavy loads, stand, walk, sit, crouch, work with hands, operate tools, equipment and vehicles, talk, see, and hear clearly.

### **Work Environment:**

Regularly works outdoors in hot, cold, or inclement weather. Regularly encounters hazards such as fallen/snagged trees, moving vehicles, ice, fire, hazardous chemicals, poisonous plants, biting/stinging insects, and other hazards. Spends some time working in the shop or office.

**SUPERVISION:**

**Supervision Received:** Operations Director

**Supervision Given:** Maintenance Technicians, Maintenance Interns, seasonal laborers, volunteers, and contractors

**WORK HOURS:**

**Full Time**

**Work Schedule:** Monday - Friday 8:00 am - 4:00 pm

Additional or irregular hours as needed to complete projects. Occasionally on-call during special events outside of normal work hours.

Comp time is awarded for every hour worked beyond 40/week.

**SALARY:**

\$20 - \$27.5 / hr

\$41,600 - \$57,457 / yr

Consideration given for CMRT, CET, SMC, HVAC, CPR/First Aid, Pesticide Applicator, and other related certifications.

Consideration given for years of prior experience, education, and training.

Annual longevity pay increases and cost of living increases

**BENEFITS:**

An excellent benefits package including:

- 12 paid holidays
- 24 hours annual paid personal time
- Paid vacation beginning at 2 weeks/year, increasing with longevity
- 120 hours paid sick time
- Comp time for every hour worked beyond 40/week.
- Health, dental, vision, and life insurance (additional coverage options available)
- Ohio Public Employee Retirement System
- Access to 457 (b) supplemental retirement savings plans
- Annual uniform allowance

**OTHER INFORMATION:**

The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments, and responsibilities not mentioned herein.

RCPD is committed to providing a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of Richland County Park District employees and to the security of the organization's equipment and facilities. For these reasons, Richland County Park District is committed to maintaining a drug and alcohol-free work environment.

RCPD is an equal opportunity employer.