



Job Posting - Park Technician/Mechanic

West Bloomfield Parks is looking for candidates to fill a Full Time Park Technician/Mechanic position. This position performs a variety of highly skilled tasks involved in the maintenance and repair of park grounds, park facilities, Fleet vehicles, small engine equipment and park equipment. This position is also responsible for work that includes but is not limited to new development or construction, seasonal personnel management, interaction with park patrons and coordination with other departments.

This position includes a full benefits package including medical, dental, vision, 401a, flex spending account, vacation time, sick time, and personal business leave.

JOB SUMMARY:

- Responsible for scheduling preventative maintenance of fleet vehicles and small engine equipment.
- Responsible for scheduling preventative maintenance of the park facility's and any necessary repairs.
- Maintain and repair pipes, fittings and fixtures of plumbing and irrigation systems at all parks and Commission owned buildings.
- Perform maintenance and repairs of electrical and lighting systems.
- Assist in maintaining the spray park facility and related mechanical systems.
- Must be professional in appearance.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

For a complete job description with primary duties and responsibilities, as well as minimum qualifications, go to www.wbparks.org/employment.

HOURS: Full time 40 hours per week, typical work hours will be 7:00 am-3:30 pm, Monday-Friday. Some evening and weekend work may be required.

QUALIFICATIONS: High School diploma or equivalent. Minimum State of Michigan Mechanic License, ASE certification a plus. Must have some experience or general knowledge in one or more of the following: building maintenance, HVAC, building mechanical, electrical, plumbing or irrigation. Must have a current driver's license and good driving history. (Driving record will be reviewed) Must pass a criminal history check as well as central registry clearance.

HOURLY WAGE RANGE: \$25.87 - \$27.03

TO APPLY: Please submit a completed application and resume to:

Attn: Human Resources
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Blank applications are available at WB Parks or complete an application online www.wbparks.org/employment



Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, MI 48323



www.wbparks.org



info@wbparks.org



248.451.1900



Job Description

Job Title: Parks Technician/Mechanic

Department: Parks

FLSA Status: Non-Exempt

Pay Grade: Grade 6

Position Description Summary:

The Parks Technician performs a variety of highly skilled tasks involved in the maintenance and repair of fleet vehicle's and small engines equipment, park grounds and park facilities. These tasks include but are not limited to the electrical, plumbing, irrigation and HVAC systems. The Parks Technician troubleshoots system problems and identifies the corrective action necessary. This position coordinates with supervisors and contractors for additional technical support as needed. This position is also responsible for work that includes but is not limited to new development or construction, seasonal personnel management, interaction with park patrons and coordination with other departments.

Working Hours:

Typical work hours will be 7:00 am-3:30 pm, Monday-Friday. Some evening and weekend work may be required.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Knowledge of basic maintenance and repair of park vehicles and equipment including trucks, trailers, mowers, small power equipment, medium/heavy equipment and snow plows.
- Responsible for scheduling preventative maintenance of the HVAC system and any necessary repairs.
- Maintain and repair pipes, fittings and fixtures of the plumbing and irrigation systems at all parks and Commission owned buildings.
- Perform maintenance and repairs of electrical and lighting systems.
- Assist in maintaining the spray park facility and related mechanical systems.
- Build and repair various types of park and playground structures.
- Perform routine building maintenance tasks including, but not limited to, repairing doors and windows frames, performing drywall work, painting interior/exterior surfaces, building shelves.
- Coordinate with outside contractors and supervise that the work being done is according to specifications or required needs.
- Work with supervisor on scheduling work orders, contractors, building repairs and bid packages.
- Perform new development or construction projects as needed.
- Responsible for winterizing and startup of irrigations systems and Commission owned buildings.

- Supervise and coordinate work with maintenance staff on projects as needed.
- Organize park areas or facilities used for special events or rentals.
- Maintain work area, tools and equipment in a neat and orderly manner.
- Perform duties in an independent manner with little supervision.
- Maintain a cooperative working relationship with supervisors, other staff and the public.
- Estimate and order necessary materials and supplies with an awareness of established Budget.
- Must be professional in appearance.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High school diploma or equivalent.
- State of Michigan Mechanics License or ASE Certificate.
- Completion of specialized building maintenance training.
- Minimum of four years of related building maintenance, HVAC, mechanical, plumbing, and irrigation experience is required.
- First Aid and CPR Certification within six months of hire in date.
- Valid State of Michigan commercial driver's license (CDL-A) or the ability to obtain such license within one year of employment.

Knowledge, Skills and Abilities:

- Knowledge of basic automotive mechanics, including oil changes, fluid flushing, brake repairs or replacements and tire rotations.
- Knowledge of building maintenance procedures and operations.
- Knowledge of electrical and plumbing rules and regulations, including irrigation system layouts and pipe fitting.
- Analytical ability and mechanical aptitude to identify causes of building equipment failures and determine appropriate corrective action.
- Ability to operate machinery and or hand tools needed to maintain the parks and facilities.
- Ability to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Ability to organize work and be able to work independently, as well as with a team.
- Ability to exercise mature judgment and initiative in analyzing programs and recommending solutions.
- Ability to operate various pieces of office equipment.
- Skills needed to diagnose and troubleshoot electrical, plumbing, HVAC or mechanical system problems and initiate a solution.
- Ability to read blueprints and sketches to fabricate needed equipment or tools.
- Ability to adapt and respond to multiple priorities and demands with varying deadlines.
- Skills necessary to provide guidance, training, prioritize and review the work of assigned staff.
- Strong verbal and written communication skills.
- Good organizational skills with emphasis on detail.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

Hand tools, power tools, welders, plasma cutter, man lifts, small/medium/heavy equipment, ladders, scaffolding, specialized measuring equipment and office equipment. Vehicles used include trucks, trailers, utility carts and tractors.

Physical Demands:

This position is primarily outdoors and therefore requires the ability to stand for periods of time and withstand the outdoors for long periods of time, in all elements. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, bend, reach and lift up to 70 pounds. This is a safety sensitive position which requires Department of Transportation (DOT) screenings.

Mental Demands:

While performing the duties of this position, employees are regularly required to use written and oral communication skills, read and interpret data, information and documents, analyze and solve problems, observe and interpret situations, learn and apply new information, and interact with members of the public and Commission staff.

Working Conditions:

Work involves exposure to dust, dirt, noise, cleaning chemicals, pesticides, hazards from power equipment and adverse weather when performing ground maintenance tasks. This position is exposed to extreme heat and cold when field time is required.

Benefits:

This position is eligible for all benefits, including but not limited to medical, dental, vision, life insurance, long term disability, short term disability, flexible spending account, MERS, 401a, and 457 contributions.

Reporting Relationships:

A person in this position will report to the Fleet and Facilities Technician.

Seasonal maintenance staff may report to this position.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.