



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

**Our Core Values:** Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

**Job Title:** Facility Maintenance Technician  
**Reports To:** Facility Maintenance Supervisor  
**Classification:** Operations II  
**Salary Range:** \$31,500-\$47,250 (\$15.14-\$22.71 hourly) + Benefits  
**FLSA Status:** Full time Non-Exempt Hourly  
**Location:** Two Rivers Activity Center (TRAC), Jamestown, ND 58401

**Job Summary:** Under the general supervision of the TRAC Facility Maintenance Supervisor the Facility Maintenance Technician will provide the overall care and maintenance of the physical building and grounds for TRAC including, but not limited to: heating, plumbing, ventilation, air conditioning, pool maintenance and janitorial as needed.

**Essential Duties and Responsibilities:**

- Provides preventative maintenance and care for the TRAC facility. This includes, but is not limited to: HVAC maintenance/repair, minor electrical maintenance/repair, minor plumbing maintenance/repair, and fitness equipment maintenance. Assists outside contractors as directed by management.
- Assures that buildings and grounds are clean and safe.
- Works with custodial staff to assure that facility is spotless.
- Participates in in-service educational programs and staff meetings.
- Responds in a timely manner to all needs for facility repair or preventative maintenance.
- Shovels/blows snow to maintain safe walking paths.
- May engage in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings; may also include roof repair.
- Keep all shop equipment and tools organized and in good working condition.
- Replace defective parts and make any necessary adjustments to ensure safe and efficient operation.
- On call as needed.
- Submits paperwork accurately and timely.
- Responsible for pool maintenance and cleaning which may include the use of a robot and or manual bottom/wall cleaner, pressure washer, and floor cleaning machine.
- Complies with laws/policies regarding Federal, State and Municipal Laws, and Federal and State Safety Regulations.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

**Qualifications:**

**Education:**

- High school diploma or general education degree (GED); or one to three years of related experience and/or training; or equivalent combination of education and experience.
- Trade school and/or some college credit preferred but not required.

**Experience:**

- Preferred experience in HVAC, carpentry, plumbing, electrical, or related work experience
- Must be able to demonstrate technical skills through proven employment experience in each of the following: electrical, carpentry, heating and air conditioning, air handling operation, plumbing and grounds keeping.
- Ability to perform physical requirements of position as outlined.

- Position requires a person with a positive attitude who is pleasant, cooperative, committed to the team approach and displays a professional demeanor with community members, patrons, guests, and fellow workers.

**Certificates, Licenses, and Registrations:**

- Valid Driver’s License
- CPR/AED and First Aid Certification (will provide course).

**Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units or measure, using whole numbers, common fractions, and decimals.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Working Conditions:**

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

The employee occasionally lifts light and heavy objects, climbs ladders and uses tools or equipment requiring a high degree of dexterity. The employee may be exposed to noise, dust, dirt, grease, irritating chemicals and machinery with moving parts. This position will require the attendance at regular team meetings, trainings and special planned events. You may be asked to work evenings, weekends, extended shifts and on call as needed. Daily activities may include the use of; hand tools, power tools, power washer, snow blowers, lawn mowers, trucks and/or tractors with snow blades, ladders, and proper chemical use. Individual must be able to work as part of a team as well as independently to complete tasks.

**Physical Requirements:**

While performing the duties of this job, this employee is an outdoor and indoor setting where he or she may be subject to noise and distraction; may require muscular exertion and/or physical strain; requires use of fine motor skills to operate a computer, keyboard, and mouse, and must sit, stand, walk, bend, stoop, crouch and kneel. Must be able to speak, hear, and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, wet and/or humid conditions. The employee is occasionally exposed hot/cold and snow; precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate. Occasionally loud requiring hearing protection.

**Direct Reports:** None. May require responsibility for project and staff leadership.

**AAP/EEO Statement:**

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed/Updated:</b>	
<b>Date:</b>	10/23/2023