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:	General Maintenance Technician
Reports To:	Facilities and Parks Operations Manager
Classification:	Operations II
Salary Range:	$31,500-$47,250 ($15.14-$22.71 hourly) + Benefits
FLSA Status:	Full time Non-Exempt Hourly
Location:	Parks Maintenance Shop, Jamestown, ND 58401

Job Summary: Employee will be assigned a variety of maintenance tasks supporting all parks and facilities throughout the Jamestown Parks and Recreation District. Employee may be asked to attend continuing education opportunities and achieve additional duty certifications pertaining to aspects related to the position.

Essential Duties and Responsibilities:

- Provides maintenance and care of all facilities and grounds in the Jamestown Parks and Recreation District.
- Assists outside contractors as directed by management.
- Assures that buildings and grounds are clean and safe.
- Participates in in-service educational programs, trainings, and staff meetings.
- Responds in a timely manner to all needs for facility repair or preventative maintenance.
- Grounds keeping to include mowing grass, trimming hedges, weed removal, planting flowers, etc.
- Shovels/blows snow to maintain safe vehicle and pedestrian transportation.
- Forestry tasks to include tree planting, watering, removal, and trimming.
- 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.
- Submits paperwork accurately and timely.
- 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 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).
- Ability to obtain certification in playground safety inspection
- Ability to obtain certification in herbicide and pesticide application.

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. This position requires working outdoors during all seasons of the year. Temperatures range from 20 degrees below zero to 90 degrees above Fahrenheit. 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.

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

AAP/EEO Statement:

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JPRD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. 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.

Approved by:	
Date approved:	05/09/2022
Reviewed/Updated:	
Date:	10/23/2023,02/10/2025