



**Enhancing the quality of life through
recreation, the environment and healthy lifestyles.**

Come work and play in our fun environment.

Parks Department – Parks and Facilities Lead

Under direct supervision of the Parks and Facilities Supervisor, this person works on a diverse range of activities involved in maintaining attractive, sanitary, and safe parks and facilities within the jurisdiction of the Snyderville Basin Special Recreation District.

This is a full time, year round position with District benefits and will involve working forty (40) hours per week and may include weekends and evenings, the hours of employment will vary. Salary ranges between \$15.73 to \$20.88 an hour, depending on experience. Snyderville Basin Special Recreation District is an equal opportunity employer.

To receive an application form and job description, go to: www.basinrecreation.com and click on Employment or call 435 649 1564 x10. Send resumes, application and cover letter to: justine@basinrecreation.org fax: 435 649 1567, mail: Justine Isleib, 5715 Trailside Drive, Park City, UT 84098 **Deadline:** February 5th.

Snyderville Basin Special Recreation District

JOB TITLE: Parks and Facilities Lead

JOB DESCRIPTION: Under the direct supervision of the Building Maintenance Supervisor, this position will perform a variety of manual and technical functions associated with custodial, building and park maintenance as well as managing and planning a variety of functions in the parks and facilities. This position may involve working evenings, weekends and holidays. This is a non-exempt position and will have limited supervisory responsibility. This position will report to a secondary supervisor, which will be the Parks Supervisor during the primary park season.

JOB DUTIES AND RESPONSIBILITIES:

Performs semi skilled and skilled labor involved in cleaning, repairing and maintaining parks and recreational facilities. Performs managing and planning tasks associated with daily operations and maintenance of parks, recreation, and trails facilities.

PRIMARY DUTIES:

- ❖ Cleaning and maintenance of parks and recreational facilities.
- ❖ Assist in building maintenance tasks involving carpentry, plumbing, heating, electrical and mechanical work.
- ❖ Assist in troubleshooting various electrical problems involving electrical lines, switches, replace electrical fixtures, switches, and related equipment using a variety of tools, supplies, and equipment.
- ❖ Communicate any troubleshooting or repair problems to the supervisor.
- ❖ Performs seasonal parks orientation and safety training.
- ❖ Assist with hiring seasonal staff.
- ❖ Performs the coordination, training and evaluation of seasonal staff.
- ❖ Operates all maintenance equipment.
- ❖ Prioritize tasks and complete check lists.
- ❖ Assists with coordination and training of parks staff on all related maintenance functions.
- ❖ Assist with troubleshooting and problems pertaining to maintenance or equipment.
- ❖ During winter months primary duties will be focused mainly on building maintenance and equipment maintenance.
- ❖ During summer months, primary duties will be focused mainly on maintenance related to parks.
- ❖ Living the core values of the organization.

SECONDARY DUTIES:

- ❖ Assist with other departments when called upon.
- ❖ Committee work as assigned.
- ❖ All other duties as assigned.

WORKING HOURS:

This position will involve working forty (40) hours per week may include evenings, weekends and holidays.

STATUS OF POSITION:

This is a non-exempt hourly, year round position with District benefits.

SUPERVISORY RESPONSIBILITY:

This position will provide technical and functional supervision over lower level staff.

PHYSICAL REQUIREMENTS:

Must be able to lift fifty (50) lbs, be able to bend, twist, operate hand tools, small power tools, light equipment/machinery, and drive pickup type trucks. Must be able to work in all types of weather.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ❖ Operations, services and activities of a building maintenance program.
- ❖ Work independently, unsupervised and self motivated.
- ❖ Operations, services and activities of a parks maintenance program.

- ❖ Methods and techniques of performing semi skilled and skilled building and parks maintenance.
- ❖ Methods, materials, and equipment used in custodial work.
- ❖ Occupational hazards and standard safety practices.
- ❖ Ability to maintain files and records.
- ❖ Perform heavy manual labor.
- ❖ Perform rough carpentry, plumbing, electrical, painting, and mechanical work.

QUALIFICATIONS:

High School diploma or equivalent. Must have a valid United States driver's License and be willing to take a driver's safety class, CPR/First Aid Course. The individual will be subject to and must pass a criminal background check. Experience working in custodial or maintenance preferable for this parks and recreation position.

Approved by _____ Date _____