

Job Title: Park and Facility Maintenance Tech

Compensation: \$16.34-\$22.70 Hourly

Job Summary:

The Park and Facility Maintenance Tech's responsibility is to inspect, clean and make repairs to any one of our many park facilities, event structures, picnic shelters, playgrounds, sports fields, fences, walkways; also provide snow removal as needed, and assist Facility Manager in various projects.

Reports to Facility Manager.

Job Qualifications and skills required:

- Valid Driver's License
- Must be flexible and can self-motivate.
- Ability to communicate, coordinate and assist Facilities Manager with event facility setup and coordination.
- Strong work ethic. This includes being at all meetings on time, being responsible to clock-in and out correctly, and to see things that need to be done and do them.
- Ability to manage multiple projects and meet deadlines.
- Represent the MCA in a professional manner when in public. This includes attire & attitude.
- Ability to climb ladders at varying heights and well as the ability to lift heavy equipment.
- Strong team member and an ability to work well in difficult situations.
- Must be able to work more than 40 hours per week, as required, but particularly from April through September; including weekends and holidays.

Education and Experience Requirements:

- Computer literate including MS Office and Internet protocols
- H.S. Diploma or equivalent

The Master Community Association is a 501(c) 4 non-profit community development organization whose mission it is to create and sustain a "sense of community" within Central Park through investing in current community assets, efficiently operating community facilities and providing comprehensive community programming.



COMMUNITY SERVICES

Community Park Inspections

- ☐ Benches: (Clean, No Graffiti, No Trash, Not Broken)
 - ☐ Tables: (Clean, No Graffiti, No Trash, Not Broken)
 - ☐ Umbrellas: (Up for Sun / Down for Snow) No Rips or tears
 - ☐ Trash Cans: (Clean, No Graffiti, Not Full, Not Broken)
 - ☐ Dog Stations: (has bags Yes/No)
 - ☐ Playground (Bolts tight, Not broken parts, No Graffiti, No Sharp surfaces, No exposed bolts)
 - ☐ Pergola / Shelter (Clean, No Graffiti, No Trash, Not Broken)
 - ☐ Sandbox (toys stored, Sand swept off sidewalks)
 - ☐ BBQ (Clean, no trash) Wood at Pizza oven
 - ☐ Electrical Receptacles (working)
 - ☐ Ped Lights/ Bollards (not broken)
 - ☐ Porta Potti (Clean and recently Serviced)
 - ☐ BB/VB: (nets are in good shape)
 - ☐ Graffiti (Check all surfaces including concrete)
 - ☐ Personal Property left in park (Collect and bring back to yard)
 - ☐ Signs (in place, Straight, not bent)
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POOL INSPECTIONS (Winter Only)

- ☐ Check restrooms for signs of use
 - ☐ Check electrical room for heat / temperature (no water leaks)
 - ☐ Check Ceilings for signs of water
 - ☐ Check perimeter fence for signs of access
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COMMUNITY GARDENS INSPECTIONS (Summer Only)
