

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Working Leader-Facilities	Department:	Parks & Recreation
Requisition Number:	2023199		
Hours:	Summer 6:00 a.m. – 2:00 p.m., Winter 7:00 a.m. – 3:00 p.m., may vary	Rate of Pay:	\$25.9845 per hour
Date Posted Up:	5/25/2023	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

SUMMARY

Working under the general direction of the Facility Supervisor(s), incumbent will assist the supervisor in successfully accomplishing all tasks related to Facility Maintenance. Incumbent will accomplish these tasks by planning, scheduling, and directing maintenance crews; and participate in the assigned work. To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

OPERATIONS/JUDGEMENT

- Directs the work required to maintain buildings such as, pavilions, restrooms, shelters, and other Park Department facilities;
- Oversees and participates in the maintenance of a variety of floor types. Including a knowledge of applying sealers and how to strip & wax floors;
- Operate and demonstrate effectively a variety of floor care equipment, such as a floor buffer;
- Oversees and participates in janitorial maintenance of Park Department facilities;
- Creates, organizes, directs and schedules work of seasonal and full-time employees and may assists employees in the performance of their responsibilities;
- Places orders for new equipment when required;
- Insures that rental facilities are cleaned and set up prior to each rental booking;
- Insures that public restrooms are cleaned daily;
- Operates vehicles and other motorized maintenance equipment to accomplish the above written duties;
- Operates iPad or similar equipment to program rental codes;
- Must be able to use Rec Trac to determine when facilities are to be used.
- Must be able to operate city owned computer to gather and retrieve information.
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- Works independently and in an outdoor environment year-round;
- Assures the completion of all duties assigned to this position in a timely and efficient manner;
- Maintains all equipment assigned in a safe operating condition;
- Willing to work overtime as needed, including weekends and holidays.

DIAGNOSTIC/PREVENTATIVE MAINTENANCE

- May perform minor repairs and maintenance to facilities and relevant equipment;
- Oversees and participates in maintenance of park grounds which includes, litter picking, and weed control applications as needed;
- Assists in graffiti removal as well as general maintenance repairs;
- Assists in graffiti removal;
- Assists with general maintenance repairs;

INFORMATION/COMMUNICATION

- Ability to assist workers in resolving conflicts and problems which could prevent the completion of assigned tasks;
- Calls off duty employees into work as required;
- Completes all required written records and work reports honestly, accurately, and in a timely manner.
- Follows oral and written instructions;
- Educates and trains employees within the maintenance operation.

MARGINAL FUNCTIONS

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Incumbent acts as a working leader when assisting in the supervision of 10-24 employees in all maintenance positions and locations; it could be more or less depending on peak periods or seasonal workloads.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED)
- Two full years of continuous experience in operating equipment that is relevant to this position;
- Two full years of continuous experience relating to all aspects of janitorial maintenance and floor care;
- Two full years acting in a leadership role similar to a working leader or foreman position.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Must be able to complete city training in CPR, first aid, and other computer-based training programs;
- Ability to operate a computer, iPad or similar equipment to gather and retrieve information, and work within the RecTrac program.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Reads and writes English clearly. Must be able to write routine reports and correspondence on paper as well as computer software.

MATHEMATICAL SKILLS

Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Incumbent makes choices and takes action in performing a variety of different operations to be able to complete assignments with a degree of accuracy required to protect tools, materials and prevent injuries to others. Incumbent works with considerable independence from supervisory controls and has the authority to deviate from general instructions. The jobs' duties and tasks are imperative to the overall operation of the Parks and Recreation Department. Incumbent is expected to carry out both standardized and complex assignments, and have the ability to use judgment and ingenuity while planning and completing work. Incumbent must possess skills of operating various equipment and the practical knowledge of a variety of skills including some higher mathematics.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Chauffeur Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee lifts 75 pounds and carries the weight a minimum of 50 feet. The physical effort involves heavy lifting, pushing, and pulling usually performed in a non-sitting position with high manual dexterity.

WORK ENVIRONMENT

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.

Working conditions are adequate with minimum environmental conditions and minimum hazardous working conditions to assure health, safety and comfort to others.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.