

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.3.3 JOB DESCRIPTION – MAINTENANCE MANAGER

A. **Position:** A Maintenance Manager will be employed by the Board of Trustees to maintain the facilities of the District. This position will under the direction of the Buildings & Grounds Trustee.

B. **Qualifications:**

1. Training and experience to service Air Conditioning equipment.
2. Certification by County Health Dept. for maintenance of Pool.
3. Experience and ability to make repairs to mechanical, carpentry, plumbing and electrical facilities.
4. Knowledge and ability to care for landscaping, trees, lawns, shrubbery, etc.

C. **Responsibility:**

1. Meet weekly with Buildings & Grounds Trustee to review activities of prior week and prepare a work schedule for the next week.
2. Direct and work along with other maintenance personnel to accomplish required duties.

D. **Duties, Pool, Daily:**

1. Check chemical balance of pool and spa, adjust as necessary.
2. Vacuum pool and spa, keep free of algae.
3. Check chemical feeder and water lines, repair or adjust when needed..
4. Clean shower rooms and patio; keep patio furniture clean.

E. **Duties, Housekeeping:**

1. Set up tables, chairs, etc. for all park activities, meetings, dinners, coffees, parties, dances, tournaments, elections, etc. Put away and clean up afterward.
2. Clean all bathrooms and showers daily, plus additional cleaning as needed during large groups and shuffleboard tournaments.
3. Supervise and assist cleaning of office, kitchen, library, clubhouse, laundry, rec hall and entries.
4. Replace light bulbs when needed.

E. **Duties, Grounds:**

1. Mow, trim and edge lawns as needed to keep grass between 2” and 4” height.
2. Weed shrubbery beds, fertilize, water, trim and prune flowers, bushes and trees as necessary to maintain a healthy and attractive appearance.

F. **Duties, General:**

1. Maintain lawn equipment. Change oil and filters, sharpen blades, etc. Keep log of maintenance.
2. Maintain truck and golf carts. Change oil and filters. Keep cart batteries charged.
3. Make repairs as needed to buildings, locks, toilets, electrical, plumbing, painting, etc.
4. Maintain laundry machines and coin devices.
5. Keep maintenance buildings and sheds in neat and orderly condition.
6. Monthly test fire alarms, inspect fire extinguishers, emergency lights, oxygen units, defib units, Keep log of tests and inspections.
7. Maintain inventory of supplies. Give orders for needed supplies to Trustee for authorization.
8. Other duties as assigned.

06/16/2015