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## INTER-OFFICE MEMO

DATE: 10-13-13

TO: Marsha Hall, *Administrator*; Jeff Green, *Finance Director/Assistant Administrator*

FROM: Kyle Lund, *Director of Parks & Recreation* *KJ*

CC:

RE: Building Maintenance Technician Justification

The Parks & Recreation Department is requesting that you consider the addition of a full-time Building Maintenance Technician in the Parks & Recreation Department in the 2014 budget for the following reasons:

### AGING FACILITIES

Believe it or not, the Groveport Recreation Center and the Groveport Senior Center, which are a combination of 67,000 square feet), will be turning 10 years old in January of 2014. The Groveport Aquatic Center celebrated its 10 year anniversary this past spring/summer. As parts and pieces of equipment and systems age, they need more attention. Our facilities currently do not have any one person dedicated to their maintenance and repair.

Equipment includes, but is not limited to: doors, drinking fountains, sports/gym equipment (e.g., scoreboards, gym curtain, volleyball standards, basketball hoops, etc.), fitness equipment, audio systems, chemical feeding systems, boilers, sump pump, lighting, HVAC equipment, furniture, diving boards, slides, toilets, urinals, showers, sinks, lockers, swim suite water extractors, household appliances (e.g., refrigerators, freezers, ovens, washer, dryer, dish washer), ice machine, emergency lights, industrial fans, turnstiles, mechanical walls, motors, etc.

Systems include plumbing, heating, ventilation, air conditioning, electrical and pool filtration.

### MORE TIMELY REPAIRS

On a daily basis, staff identifies repairs that need to be made. The repairs are prioritized and then communicated to the Park Maintenance Staff who attempt to make the necessary repairs when time permits in their schedule. If the Park Maintenance Staff identifies the repair as something "outside of their realm", staff will call-in contractors to make the repair. Generally, emergency repairs are handled swiftly, but other repairs and projects are often "put on the back burner" and addressed on inclement weather days, although those days are also useful for the Park Maintenance Crew to maintain their own equipment (mowers, trucks, line trimmers, blowers, chain saws, etc.). In addition, over the years, the Park Maintenance Division has taken on more pieces of property. The division currently maintains over (36) properties in the City. Staff hopes that by hiring a full-time Building Maintenance Technician, we will be able to proactively identify issues and take care of repairs in a timelier fashion.

### EMERGENCY CUSTODIAL ASSISTANCE

For a vast majority of the year, the Groveport Recreation/Senior Center is open (90.5) hours per week. Inside a highly used public facility, accidents happen frequently. Accidents that we experience include overflowing urinals & toilets, persons vomiting, urinating & defecating on the floor, spilling of beverages, persons bleeding on the floor, etc. At the present time, a full-time professional staff member will normally be the one to clean up the accidents.

**LOW RELATIVE COST**

Administration has recommended that a full-time staff member from the Park Maintenance Division be transferred to the Recreation Operations Division and that his position be filled with seasonally with a part-time employee. Only time will tell if this move proves successful or detrimental. Within the last year, the Park Maintenance Division was given an additional (4) properties to maintain. Those properties included the new Police Station, the house next to the Municipal Building, a large grass area/pond in the Elmont Place Subdivision and landscaping at the entrance to Grovepointe Subdivision (watering only).

The above scenario decreases the Wages & Salaries line in the Parks budget by \$26,086 and increases the Rec. Center Operations Wages & Salaries line \$18,426. It should be noted that staff also included a 4.5% increase in the Wages & Salaries line per annual adjustment.

The 2014 budget accounts for a reduction in part-time Facility Supervisor hours to help to financially accommodate this new position.

**ASSISTANCE WHEN NEEDED**

In the event that maintenance and repair at our facilities is "caught up", staff anticipates temporarily re-assigning the Building Maintenance Technician to the Park Maintenance Division so he can provide assistance when time permits. In addition, the Building Maintenance Technician would be able to assist the Park Maintenance staff with snow & ice removal, if needed. Generally speaking, I would expect the Building Maintenance Technician to be responsible for the clearing the sidewalks and application of ice melt at the Groveport Recreation/Senior Center.

Staff appreciates your serious and thoughtful consideration. Please see the attached draft POSITION DESCRIPTION.

Thank you.

# MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b> Building Maintenance Technician
<b>Class Number:</b>		<b>Class Title:</b>

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<b>Dept./Div.:</b>	Parks & Recreation	<b>Employment Status:</b> Full-time
<b>Reports To:</b>	Operations Manager	<b>FLSA Status, Pay:</b> Non-Exempt
<b>Normal Hours:</b>	Varies	<b>EEO Status:</b>
<b>DOT (closest applicable #):</b>		

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### **PURPOSE:**

Performs a variety of skilled duties in multiple building trades for the purpose of maintaining, repairing or remodeling facilities, including Groveport Recreation Center, Groveport Senior Center & Groveport Aquatic Center.

### **QUALIFICATIONS:**

Graduation from high school, plus three (3) to five (five) years of related employment in the building trades, or any equivalent combination of education, experience, and training which provides the required knowledge, skills & abilities.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Professional licensing, certifications and training is preferred; ability to obtain licensing, certifications and training is required; must possess a valid Ohio Driver's License and maintain insurability under the Municipality's vehicle insurance program.

### **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Automobile/truck, snowplow, light and heavy motorized equipment, cellular phone, hand tools, power tools, HVAC, filtration pumps, powered man-lift, power washer, chemical pumps, personal computer, computer software, printer, copy machine, fax machine, and other standard office equipment.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, or electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from falling from high places and explosions; works in or around crowds; is exposed to hot, cold, wet, humid or windy weather conditions; frequently lifts objects 75 lbs or less; frequently carries objects 75 lbs or less; frequently pushes objects 100 lbs or less; frequently pulls objects 100 or less.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purpose of 42 USC 12101:

- 60% (1) Repairs facilities and equipment in the facilities as assigned. Equipment includes, but is not limited to: doors, drinking fountains, sports/gym equipment, fitness equipment, audio systems, chemical feeding systems, boilers, sump pump, lighting, HVAC equipment, furniture, diving boards, slides, toilets, urinals, showers, sinks, lockers, swim suit extractors, bleachers, household appliances, ice machine, emergency lights, industrial fans, turnstiles, mechanical walls, motors, etc.
- 25% (2) Assists in the operation and maintenance of mechanical systems, such as: plumbing, heating, ventilation, air conditioning, electrical, pool filtration, etc.; maintains contact with vendors and contractors; recommends purchases, processes & cost saving measures; orders parts, materials & equipment; develops & implements preventative maintenance schedule for equipment; performs regular safety checks throughout facility to ensure safe and clean environment for patrons.
- 10% (3) Prepares and paints walls, woodwork, doors & door frames; repairs, builds and installs counters, cabinets, benches, partitions, doors, building framework, trim, etc. with hand and power tools; installs or repairs carpet and ceramic tile; replaces damaged ceiling tile.
- 5% (4) Responds to routine and emergency calls for repairs & service; performs custodial duties as required; advises Operations Manager of required major repairs or replacements.
- (5) Operates mechanized and non-mechanized snow removal equipment as needed; assists with the maintenance of turf, landscaped beds, trees and grounds as directed.
- (6) Works from blueprints, shop drawings and oral/written instructions.
- (7) Maintains required licensures and certification.
- (8) Meets all safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

**OTHER DUTIES & RESPONSIBILITIES:**

- (10) Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** general construction practices & procedures; considerable knowledge of maintenance & repair work; knowledge of HVAC, electrical and mechanical systems; rough and finish carpentry; preparing and finishing painted surfaces; record keeping; inventory control; when to contact tradesperson to complete task or repair; \*purchasing; \*municipal goals and procedures; \*workplace safety practices and procedures; \*community resources and services;

\*office practices and procedures; English grammar and spelling; manpower planning; \*local geographical area; facility operations; two-way radio operations; proper lifting techniques; risk management; trends in the field; security; \*personnel rules; inventory control; snow & ice removal; general grounds-keeping; \*swimming pool mechanical & filtration operations; \*exercise equipment.

**Skill in:** motor vehicle operation; operation of hand and power tools; operation of equipment common to the building trades, filtration/pump equipment; time management.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; recognize unusual or threatening conditions and take appropriate action; define problems; collect data; establish facts and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; add, subtract, multiply and divide whole numbers; complete routine forms; compile and prepare reports; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; work alone or as a team; cooperate with co-workers on group projects; handle sensitive inquiries from contacts, officials and patrons; act tactfully in dealing with the public; develop and maintain effective working relationships; work in both indoor and outdoor environments, and being exposed to varying and extreme weather conditions; provide outstanding customer service; respond to emergency situations; carry out instructions; work under stressful conditions; travel to and gain access to work site; work all types of hours.

**POSITIONS DIRECTLY SUPERVISED:**