



Job Announcement

Parks Maintenance / Mechanic

Position closes July 13 2018, 5:00 pm

Reports to:	Executive Director
Status:	Non-exempt position 40 hours per week; Monday – Friday; 7am – 4pm with occasional evening meetings and weekend events.
Pay Range:	\$15.31 HR - \$19.80 HR DOE. Benefits include, retirement plan, paid holidays, vacation, sick leave.

About Crook County Parks and Recreation District (CCPRD)

CCPRD is a special district governed by an elected Board of Directors and supported through a property tax levy, grants and other local and state funds. CCPRD owns / manages thirteen parks including two campgrounds. We offer diverse recreation programs and classes for all ages and provide facilities for this purpose.

Position Description

The Parks Maintenance Mechanic will work closely with the Park Supervisor and other parks maintenance staff to maintain all of the parks and facilities that the district owns and operates. The Maintenance Mechanic is specifically responsible for maintaining all of the vehicles and equipment for the district.

This position is essential to the day-to-day functioning and smooth operation of the district. Required abilities include strong mechanical skills, carpentry skills, the ability to work independently as well as part of a team, ability to communicate effectively with CCPRD staff, board, volunteers and partners. Exceptional customer service skills are required as is the ability to professionally represent the District in the community. These duties are performed with integrity and transparency following established district policies and procedures.

Supervision

The Parks Maintenance Mechanic works under the supervision of the Parks Maintenance Supervisor.

General Job Duty Requirements

- Associate degree or certificate program in automotive technology. Additional formal training or 5 years of demonstratable experience in large and small equipment repair and maintenance.
- 3 years of equipment operation experience.
- Basic welding skills.
- Basic carpentry and plumbing knowledge.
- Basic landscape skills.

- Ability to read, understand and interpret construction plans, blueprints, and manuals.
- Establish and maintain working relationships with others.
- Keep records and prepare reports sufficient to document parks inspections.
- Performs accident investigations and reports findings.
- Follow safety practices in use and storage of hazardous materials.
- Keep inventory of supplies and materials; make arithmetical computations.
- Be accurate in placing orders for parts and supplies.
- Assists in keeping track of district inventory.
- Work cooperatively with staff and public.
- Minimum age 18 years.
- Must currently hold a Oregon driver's license.
- Must currently hold or obtain a Class B CDL within 6 months of employment.
- The ability to pass physical evaluation as work in this classification is characterized by demanding physical labor, such as: lifting and carrying objects weighing up to 50 lbs., continuous walking, occasionally on rough or uneven terrain, climbing into and out of vehicles at various heights above ground, maintaining body balance in awkward positions.

Capacity Building

- Assist with training new staff.
- Participates on the safety committee
- Assist the Parks Supervisor in analyzing budgetary needs within the maintenance dept.
- Fills in at times supervising staff when the Parks Supervisor is gone.
- Conducts research and makes recommendations on vehicle and equipment purchases.

Other Essential Knowledge, Skills and Abilities

- An eye for detail and accurate with preparing orders and data entry.
- Excellent organizational/logistical ability and time management skills to address multiple priorities and meet tight schedules and deadlines.
- Strong verbal and written English communication skills (reading, writing, editing, listening)
- Strong inter-personal, relationship-building and critical thinking skills.
- Ability to interpret and implement District policy/procedures.
- Commitment to cultivate a welcoming environment with a positive attitude.
- Good dexterity and hand-eye coordination and the ability to bend and lift at a minimum an item that could weigh up to 50 lbs.

Job Conditions

Work is performed both in an indoor and outdoor environment. It involves a significant amount of time standing, bending, walking, lifting, twisting and sitting at a computer station. Regular work hours are between 7am and 4pm, Monday through Friday. Periodic travel to meetings, events and trainings is required. Some evening and weekend meetings / events may occasionally require overnight stays of more than two consecutive nights. This position may occasionally require work related to District programs and events. The District maintains its status as an at-will employer. The District requires satisfactory results for degree and training verification as appropriate. Investigation of criminal background and employment history will be conducted. If an offer of employment is made, it will be contingent upon review and acceptance of the policies and procedures contained in the CCPRD policy manual. New employees will be in an introductory trial period for the first six months of employment.

Benefits

The District offers a generous and competitive benefits package including: health, dental, and vision insurance for employee plus one, life insurance, 401k, participation in an employer-matched, tax-deferred retirement plan (457b), paid vacation, paid sick leave, ten paid holidays per year, opportunities for professional development and training.

Application Deadline

This position will close on July 13, 2018 at 5:00 pm. Submit all application materials requested. Incomplete applications will not be considered. Faxes will not be accepted.

How to Apply

Submit all application materials below in hardcopy or electronic form:

- CCPRD job application form found at www.ccprd.org or obtain a paper copy at our office.
- Cover letter describing your qualification for and interest in the position. Include a detailed narrative of your experience, how you personally connect with the CCPRD mission, and the techniques you would use to be successful in this job.
- Resume (with your email address and phone number in the heading).
- Three professional references, at least one of which is a past supervisor.

Send electronic submissions to:

duane@ccprd.org with the subject heading Parks Maintenance Mechanic. Please do not include attachments in the body of your email, attach them separately as a PDF.

Mail hard copy materials to:

Duane Garner, Executive Director
Crook County Parks & Recreation District
296 S. Main St.
Prineville OR 97754

Finalists will be contacted for an interview. Thank you for your interest in this position and for taking your valuable time to apply for a job with Crook County Parks and Recreation District.

Equal Employment Opportunity

Crook County Parks and Recreation District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex age, national origin, disability, veteran status, or any other classification protected by law.