



CITY OF GRIMES SEEKS SPORTS FACILITIES MAINTENANCE SPECIALIST

The City of Grimes Parks and Recreation Department seeks a Sports Facilities Maintenance Specialist, in a newly created position, to help provide clean, safe, and attractive sports facilities at the City of Grimes GrimesPlex and the North and South sports complexes.

Candidates should have general experience in the operation and maintenance of light and medium construction and maintenance equipment, particularly in the maintenance of parks and sports facilities. Commercial drivers' license, or ability and willingness to acquire CDL-B within 90 days and CDL-A within one year is required. Valid State of Iowa Commercial Pesticide Applicator's license - Categories 3OT - Ornamental and Turf Pest Control, or the ability to obtain the license within six months from the date of hire. Pay starts at \$23.34/hour with excellent benefits.

Special Requirements

All job offers are subject to background check and pre-employment physical. For consideration, submit a completed application, resume, and cover letter to the City of Grimes website:

<https://www.grimesiowa.gov/Jobs.aspx>

Materials will be reviewed as they are submitted. The deadline for submitting applications is **11:59 P.M., Thursday, March 23, 2023**. Positions will remain open until filled, and interviews may be scheduled before the closing date, so apply now!



City of Grimes Job Description

A. Position Title Location

Sports Facilities Maintenance Specialist	GrimesPlex, North Complex, South Complex
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B. Job Specifications

<input checked="" type="checkbox"/> Regular, Full-Time	<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Seasonal, From:
Department:	Parks and Recreation	To: Click here to enter text.
Reports to:	Sports Facilities Operations Manager	Bargaining Unit: n/a
Post Offer Testing:	Click here to enter text.	FLSA: Non-Exempt
Civil Service:	N/A	Hourly/Monthly Pay: \$23.34

C. Job Description Summary

Under the general supervision of the Sports Facilities Operations Manager, performs all necessary work, repairs, mechanical maintenance, and other duties to provide clean, safe, and attractive facilities at the GrimesPlex, North and South Sports Complexes. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, sports clubs, and the public.

D. Routine Job Duties/Responsibilities

<i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i>
Plans and conducts turf grass culture, renovation, and maintenance programs at the GrimesPlex, North and South Sports Complexes, including soil prep/conditioning, sodding, and seeding, watering, weeding, aerating, fertilizing, mowing/trimming, pesticide and herbicide selection and application and seed mix recommendation.
Plans, schedules, and follows through with routine daily work activities.
Operates pickup trucks with hydraulic trailers, dump trucks, tractors with attachments, gang mowers, generators, garbage compactors, tampers, portable power tools, power riding mowers, power hand mowers, leaf blowers, tillers, sod and weed cutters, augers, chain saws, edger's, sprayers, aerators, electronic sprinkler controls, and various hand tools such as shovels, rakes, hoes, clippers, and personal protective equipment.
Performs minor mechanical and maintenance service to assigned parks vehicles. Performs and documents daily equipment inspections in accordance with department policy.
Performs trash pickup, restroom cleaning, mowing and other facility and site maintenance tasks as assigned.
Assures that the City's missions, goals, and objectives are fully initiated and supported.
Ensures that safe and efficient work practices and procedures are followed, including those pertaining to the setup of a work site, the use of equipment, the maintenance and storage of equipment, materials and tools, and the use of personal protective clothing and equipment.
Expected to work outside of normal classification in the event of an emergency, winter snow event, or extreme weather or related event.
Performs other duties and responsibilities as assigned.

E. Periodic Job Duties/Responsibilities

Attends safety meetings and seminars as required and promotes workplace safety. Follows all City and department safety policies and procedures. May work independently with minimal supervision or act as lead person on small crews.

F. Qualifications

Education/Experience:	High School Diploma or GED. General experience in the operation and maintenance of light and medium construction and maintenance equipment or additional skills, training or education.
Skills:	Ability to calibrate and operate turf sprayers and spreaders. Ability to evaluate product performance and recommend changes in product selection and/or application. Ability to follow written and oral instructions. Ability to drive truck
Knowledge	General knowledge of tools and equipment including heavy, hand/power and electronic and leadership certifications preferred. Knowledge of turf grass management in commercial, recreational or institutional setting
Licenses/Certifications:	Valid Iowa CDL-B for straight trucks over 26,000GVW with endorsements for air brakes and tanker within one month of employment. Ability to acquire valid CDL-A within one year of hire. For candidates without a current CDL, consideration will be given to candidates willing to acquire CDL-B within 90 days and CDL-A within one year. Valid State of Iowa Commercial Pesticide Applicator's license - Categories 3OT - Ornamental and Turf Pest Control, or the ability to obtain the license within six months from the date of hire.
Other:	Must be 18 years old.

G. Working Conditions

Lifting Requirements: (Refer to Glossary of Terms)	Heavy work, exerting up to 100lbs of force occasionally, up to 50lbs of force frequently, up to 20lbs of force constantly to move objects.
Physical Requirements: (Refer to Glossary of Terms)	Stand or sit, walk, use hands/fingers, climb or balance, stoop, kneel, crouch or crawl, talk/hear, see, push/pull, reach and repetitive motion.
Safety Hazards: (Refer to Glossary of Terms)	Exposure to extreme temperatures, wet/humid conditions, dust, fumes, noise, vibration, mechanical hazards.

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> Reference Check	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Criminal Records	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Employment Verification	Click here to enter text.	Click here to enter text.

J. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:
Reviewed with Employee by:	Date:
Employee Signature	Date: