

JOB DESCRIPTION



Department	Maintenance
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Maintenance Technician
Classification	Hourly/Non-exempt
Pay Range	\$21.15/hr. - \$28.85/hr.

Job Summary

The full-time Maintenance Technician reports to the Maintenance Manager. This position is responsible for routine building maintenance duties and interacting with contracted service providers that maintain the RecPlex. The Maintenance Technician assumes the responsibility that all tasks assigned completed are performed in a safe manner for guests as well as employees. Responsibilities will include a variety of maintenance duties such as replacement of lights, responsible for room set-up and tear downs, and painting the interior and exterior of buildings.

Job Duties

Maintenance Technician - Level I \$21.15/hr. - \$26.44/hr.

- Coordinate work with recreation coordinators and facility supervisors for scheduling and reservations of program facilities.
- Supervise and ensure proper care and accounting for all equipment and materials in your area of responsibility. Recommend and submit requisitions to the Maintenance Manager for purchase of new equipment and repairs needed.
- Set up, put away, and maintain athletic, aqua and ice arena related equipment.
- Perform all maintenance duties such as picking up towels, sweeping/mopping floors and wiping down counters whenever required.
- Assist with special events and activities at the RecPlex.
- Minor plumbing work such as clearing of drains, replacement of minor plumbing fixtures.
- Ability to paint various parts of the facility such as walls, railings, ceilings and other areas as assigned.
- Use of light power tools including power drills, power saws, pressure washers, and air compressors.
- Knowledge of all RecPlex departments (managers and front-line staff) and their functions and responsibilities.
- Maintain and complete maintenance records including but not limited to incident reports, pool readings, compressor readings, and equipment readings.
- Capable of relaying information accurately to the other Maintenance Technicians or Maintenance Manager concerning work performed in the facility.
- Attend required staff meetings, training and seminars; maintain required certifications.
- Work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.
- Maintain the confidentiality of all information obtained from guests as part of registration; information overheard from guests, or any other verbal, nonverbal, or visual information concerning the physical or emotional condition of any guest, or property of a guest at the RecPlex.
- Use software (Akitabox) to log work orders and document cost, labor and workflows.
- Motivation to continue developing skills and adapt to facility specific maintenance needs.
- Use critical observation skills to correct facility deficiencies that affect public and member experience.
- Performs other duties and special assignments as directed by Maintenance Manager.

Maintenance Technician - Level II \$23.08/hr. - \$28.85/hr.

In addition to Level I

- Develop and conduct preventative maintenance schedules on equipment and facility assets. This includes inspecting equipment to ensure proper operating conditions.
- Troubleshoot and repair all standard electrical components and detect minor equipment problems and correct them before they become major issues.
- Disassemble/reassemble equipment and repair/replace worn or defective parts.
- Install new equipment and understand technical manuals, read blueprints and how to purchase replacement parts necessary to make equipment repairs.
- Identify root causes of equipment problems and develop facilities focused solutions.
- Understand and apply efficient practices through time management and resource efficiency.
- Lead assigned projects by cooperating with other departments and managing maintenance techs or other staff.

Physical Requirements

- Working hours may vary; weekend and evening hours may be required.
- Ability to read and understand operating procedures as well as written directives.
- Works primarily in an indoor environment and works closely with others.
- High degree of public interaction and communication with exposure to periods of high-volume activity.
- While performing the duties of this job the employee is occasionally exposed to wet and/or very humid conditions; hot and/or cold conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock.
- Physical activities include long periods of standing, sitting, talking, listening, reading, moderate lifting (20-100lbs) and moving about the facility.

Requirements – educational, certifications and experience – Level I

- High School Diploma or equivalent.
- Must have a minimum of two (2) years of experience in facility, ice arena and/or pool maintenance experience.
- Experience in maintenance of mechanical equipment.
- Thorough knowledge of required cleaning procedures that will provide for an immaculate facility.
- CPR/AED and First Aid certifications required within three (3) months of hire.
- Valid Driver’s License
- Aquatic Facility Operation Certificate, AFO must be obtained within one (1) year.
- Safe Ice Resurface Operator Certificate must be obtained within one (1) year.
- Internal Skylift & Forklift Certification must be obtained within one (1) year.

Requirements - educational, certifications and experience – Level II

In addition to Level I

- Must have a minimum of 5 years of experience in mechanical, facility, ice arena and/or pool maintenance experience.
- Core competencies in plumbing, electrical, carpentry and HVAC to independently diagnose and perform repairs.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.