



JOIN OUR CITY TEAM

Position(s): Recreation Maintenance Mechanic- (1 vacancy) at Recreation Dept.

Hours: 40 hours per week(8:00am-5:00pm; varies based on needs of the department including nights, weekends & holidays based on seasonal needs)

Salary: 2023: \$43,789

Civil Services Classification: Non-Competitive

Job Information: Attached---

To Apply:

Submit Ontario County Application; Current Vacancies:

<https://ontario-portal.mycivilservice.com/>

Click "City of Geneva-Recreation Maintenance Mechanic"

*Note: Please attach the following to application:

- Cover Letter
- Resume

Position open until filled-Review of approved applications begins May 30, 2023

RECREATION MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintenance of all recreation facilities and properties operated by the Recreation Department. The work is distinguished from other maintenance position in that it involves maintenance of recreation equipment, ice rink equipment and rink facilities. The work is performed under the general supervision of the Recreation Director. Supervision may be exercised over part-time employees and seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs skilled and semi-skilled electrical, plumbing, carpentry and mechanical work at City Recreation Complex and in parks, and performs preventative maintenance and repairs on refrigeration systems including condenser and rink maintenance equipment;
 Checks refrigeration system and records readings from monitoring equipment;
 Installs dasher boards, screens, nets and other equipment markings for hockey;
 Operates and maintains Zamboni ice resurfacing machine and power driven edger;
 Performs maintenance and minor repairs on ice resurfacing equipment;
 Patches ice and sets up facility for hockey or public ice-skating;
 Sets up and dismantles bleachers, folding chairs and a variety of apparatus used in various athletic and recreational activities;
 Sets up, maintains and repairs playground apparatus;
 Mows grass, rakes leaves, trims shrubs and generally maintains recreation areas;
 May supervise and assist youth and adults participating in recreational activities at the City Recreation Complex.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and maintenance of Zamboni ice rink resurfacing and edging equipment; knowledge of recreation maintenance methods and techniques; good knowledge of maintenance and repair of complex refrigeration equipment; good knowledge of standard building cleaning and maintenance practices; working knowledge of the apparatus and equipment required for hockey, lacrosse, basketball and other sports and recreational activities; ability to maintain ice rink surface in a satisfactory manner; ability to perform heavy manual labor; ability to perform routine cleaning and maintenance duties with a minimum of supervision; mechanical aptitude; willingness to work evenings and weekends when necessary; physical condition commensurate with the demands of the position.

RECREATION MAINTENANCE MECHANIC

MINIMUM QUALIFICATIONS:

1. Two years of experience in skilled or semi-skilled building maintenance and repair of building construction; OR
2. Two years of experience as a journeyman worker in one or more skilled trades; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

APPROVED: OCTOBER 12, 2005

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

This position will require a mix of traditional office hour time during the week and night/weekend obligations which will be dependent on the seasonal needs of the department. Schedules would be expected to change monthly if not weekly based on the current programming demands. Candidate will be required to be ready to officiate the following sport programs: Adult Co-Ed Softball, Flag Football, Co-Ed Volleyball & Youth Soccer.

Candidate will be required to maintain an ice rink slab, refrigeration system maintenance and troubleshooting, Dasher System's including routine/ preventative maintenance. Use and maintenance of equipment including but not limited to, Ice resurfacer, Edger, Forklift, Floor Scrubber, And lawn maintenance equipment. This will require ability to work in cold condition over a 6-month period of time with heavy machinery.

Candidate will be required to supervise the Geneva Recreation Complex during the ice and turf seasons. This could include oversight of a snack bar, skate sharpening equipment, Operation of POS computer system, staff supervision and program coordination with various tenants on a streamline schedule.

DAILY

- Prioritizing Complex Maintenance needs to ensure, Safe and reliable facility. Addressing repairs or maintenance in a timely and orderly fashion.
- Ability to repair or asses all electrical, plumbing and HVAC systems.
- To help Director plan for Capital expenditures for recreation needs and improvements.
- Frontline correspondence with customers
- Rec Pro POS management – date input, program input, reporting
- Assist with marketing materials
- Assist with planning for programs/events
- Handling Park /playground Events and community special requests
- Ability to use all General hand/and power tools

SEASONALLY

SPRING (Approx. March-May)

- Make Sure Changeover from Ice to Turf is executed in a timely fashion
- Summer Soccer and Recreation Programming Preparation – Equipment and Surfaces.
- Summer Planning – Staff training, program coordination, logistics
- Dog Park maintenance and repairs.
- Night Supervision of the Indoor Turf – Indoor soccer, indoor lax, flag football, youth lax
- Special Events planning with event management team
- Volleyball officiating, record keeping, reporting, supervision.

SUMMER (Approx. June-August)

- Attend and supervise Recreation activities and events on nights and weekends

- Softball field oversight, record keeping, reporting and supervision.
- Summer youth soccer officiating and supervision as needed. Coaches' trainings, equipment management and safety management.
- Summer Recreation Supervisor –may include planning daily programming, training staff, direct supervision of campers and staff,
- Attend community events for customer outreach.
- Make sure assigned venue is prepared for planned recreation program or events.

FALL/WINTER (Approx. September-March)

- Ice Rink Supervision and Ice Maintenance
 - Nights and weekends.
 - Ice resurfacer operation and maintenance.
 - Supervision of tenants with ice rentals.
 - Supervision of public skating and special events (programming
 - Assist the director in program planning, special event promotion and birthday party logistics.
 - General maintenance and upkeep of the facility, including mopping, sweeping, garbage removal, restroom facility inspections, locker room cleaning and basic facility repairs.