



# HYLAND HILLS

*Park & Recreation District*

## POSITION OPENING

### **Maintenance Specialist II – Adventure Golf & Raceway**

Full-Time Position

Salary Range: \$34,927.90 - \$50,262.10

#### **QUALIFICATIONS**

Hyland Hills Park & Recreation District is looking for a highly motivated, semi-skilled, individual to join our team. Position requires a high school diploma or equivalent. Minimum of 3 years' experience in parks maintenance and/or construction preferred. Mechanical and DC electrical knowledge is also preferred; a State of Colorado driver license is required.

#### **JOB FUNCTION**

This position is responsible to perform specific duties to ensure the smooth operation of Adventure Golf & Raceway. During the season, this a very routine position with a daily maintenance and check lists that must be followed to assure the features and attractions are operating properly and safely.

#### **JOB DESCRIPTION**

See attached job description detailing work environment and essential duties.

#### **BENEFITS**

Medical, dental, vision, life insurance, AD&D, LTD insurance, flexible spending account, paid vacation leave, sick leave, personal leave, paid holidays and 401 (k)-retirement plan.

#### **APPLICATION REQUIREMENTS**

A Hyland Hills Park & Recreation District **application and a current resume are required** – incomplete or missing applications/resumes may not be reviewed.

The required District application may be found on our website at [www.hylandhills.org](http://www.hylandhills.org)

Submit to: Hyland Hills Park & Recreation District, 8801 N. Pecos Street, Federal Heights, CO 80260, Attn: Human Resources; or sent via email to [hr@hylandhills.org](mailto:hr@hylandhills.org) or faxed to 303-650-7594

#### **APPLICATION POST DATE**

Wednesday, April 24, 2019

#### **APPLICATION DEADLINE**

This position will remain open until filled.



# HYLAND HILLS

## *Park & Recreation District*

### JOB DESCRIPTION

**Title of Position:** Maintenance Specialist II

**Departments:** Adventure Golf and Raceway

**Reports To:** Manager of Operations

**Dated:** April 2019

**Fair Labor Standards Act:**  Exempt  Non-exempt

#### **General Summary:**

Under the supervision of the Managing Director of Golf & Adventure Golf & Raceway and with daily contact and input from the Manger of Operations, this position is responsible to perform specific duties to ensure the smooth operation of Adventure Golf & Raceway. During the season, this a very routine position with a daily maintenance and check lists that must be followed to assure the features and attractions are operating properly and safely.

#### **Essential Duties & Responsibilities**

1. Responsible to maintain operation of all facility attractions in a timely manner and perform the needed repairs so that they do not inconvenience our guests.
2. Responsible for the repair, maintenance, and recordkeeping of the miniature golf course, ponds, animation, lights, speakers, and triggered holes.
3. Responsible for the repair, maintenance, and recordkeeping of the karts, track, chargers, controls and buildings.
4. Responsible for the repair, maintenance, and record keeping of bumper cars, flooring, controls, and the building.
5. Responsible for the repair, maintenance, and recordkeeping of the ropes course, harnesses, and lanyards.
6. Responsible for the repair, maintenance, and recordkeeping of the maze course and all associated equipment.
7. Responsible for the repair, maintenance, and recordkeeping of the concession equipment, as required.
8. Responsible for the repair, maintenance, and recordkeeping of the holiday lighting equipment, as required.
9. Responsible to fill the fluids to the proper levels in the smoke, bubble, and snow machines to ensure they are operating correctly.
10. Responsible to follow maintenance procedures on a routine basis without supervisory guidance.
11. Operate trucks and/or other vehicles when necessary to pick up needed repair parts or other materials, as directed.
12. Assist other staff members in completion of assigned tasks and projects throughout the District.

13. During the off-season, the duties will be general repair and maintenance of the facility so it will be in top condition for the next season.
14. Other duties as assigned.

**Knowledge, Skills, and Abilities Required:**

1. Must have knowledge of tools, methods, and materials used in grounds, construction and landscape work.
2. Must have ability to follow oral and written directions.
3. Must be able to fill out and maintain any required maintenance and safety logs
4. Must have the ability to communicate effectively verbally and in writing.
5. Must have the ability to work under minimal supervision and assume responsibility for task initiative and completion.
6. Must have the ability to establish and maintain effective working relationships with other District staff and the general public.
7. Must have the ability to make sound decisions, and use good judgment in stressful situations.
8. Must have the ability to learn the use and operation of any equipment necessary for the performance of duties as designated by a supervisor.
9. Must be able to work more than 40 hour per week as required, but particularly from April through October.

**Work Environment/Physical Activities:**

1. Must be able to lift 50 pounds.
2. Must be able to work flexible hours and weekends on a limited basis.
3. Must be able to work at indoor and outdoor temperatures, extreme heat & cold.
4. Environmental conditions encountered will include noise, fumes, odors and dust.
5. Must be familiar with construction sites and the risks associated therein.

**Education/Experience:**

1. High School diploma or equivalent.
2. Minimum of three years' experience in parks maintenance and/or construction preferred.
3. Knowledge in the various aspects of grounds and building maintenance preferred.
4. Mechanical and DC electrical knowledge preferred.
5. Must possess a current and valid Colorado driver's license.

**The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.**