



**MONTROSE RECREATION DISTRICT (MRD)
PART-TIME MAINTENANCE ASSISTANT
(Revised 2/5/2020)**

General Statement of Duties:

This position is responsible for providing maintenance services for the operations of MRD. This includes performing the preventative, regular, and urgent maintenance of all indoor and outdoor facilities. This position is responsible for the upkeep and maintenance of the Community Recreation Center (CRC), Field House (FH), Ute Park, Holly Park, McNeil Park, and Cerise Park.

Supervision Received: Reports directly to the Maintenance Leader(s) and Maintenance Specialist.

Essential Duties:

The following are examples of primary duties assigned to this position. Other related duties may be requested or required.

- Responsible for providing maintenance services for MRD.
- Performs the preventative, regular, and urgent maintenance on equipment.
- Responsible for supporting various recreation programs by assisting in the set up / tear down of programs and attending meetings as necessary.
- Mowing, weed-eating, and irrigation of grass turf areas at the CRC, FH, Ute Park, Holly Park, McNeil Park, and Cerise Park.
- Assists with painting lines for recreation programs.
- Participates in the annual maintenance closure and startup for the CRC and FH.
- Assist the Maintenance and Programming departments during special events.
- Collecting trash, emptying trash receptacles, pulling weeds, trimming shrubs, cleaning restrooms, and fixing / replacing damaged facility items as necessary.

Position Qualifications:

Experience: Must be 18 years of age or older. Familiar with general maintenance techniques related to buildings and grounds maintenance procedures, as well as cleaning and custodial methods. One (1) year of experience preferred.

Education or Training: No formal education is required. High School Diploma or GED preferred.

Licenses or Certification: Must have a valid driver's license. Must be able to successfully complete and pass the required background and motor vehicle check.

Work Environment:

Work environment includes indoor and outdoor facilities with a focus on lawn maintenance. This includes, working in all weather conditions and in close proximity to pool chemicals. Occasional exposure to wet and/or humid conditions, and toxic or caustic chemicals. Working hours include evening, weekend, and holiday hours (schedule may be adjusted as necessary).

Physical Conditions:

Maintaining the physical condition necessary to perform manual labor, which includes moderate to heavy lifting (i.e. lifting tables / chairs, cleaning, snow/ice removal, or repairing sprinklers systems).