City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parks &amp; Recreation Maintenance Chief</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PMCH – GHSP - CMSP</td>
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<tr>
<td>Pay Grade:</td>
<td>AU06</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Date Revised:</td>
<td>02/10/2022</td>
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**General Summary:** This position is responsible for assigning and inspecting the work of workers engaged in all phases of pool, ice and or park maintenance at parks and recreation areas.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Demonstrates the safe operation and maintenance of all machinery and equipment used by the Recreation and Parks Division and provides oversight to ensure proper and safe use of equipment.
- Maintains information and ensures proper use of hazardous material and other chemicals used in pool, ice and park maintenance.
- Completes and files records and forms related to Recreation and Park maintenance and operation.
- Enforces work rules and regulations of Parks and Recreation Department.
- Reads plans, maps, and instructions, related to maintenance and construction projects.
- Provides input for budgeting purposes as well as capital improvement projects.
- Oversees maintenance and operation of the City’s applicable systems and arenas.
- Supervises inspection and maintenance of City-wide equipment and arenas.
- Performs tree work in accordance with modern arboriculture practices.

**Greenhouse:**

- Manages and maintains greenhouse operation.
- Designs and maintains flower beds, municipal streetscapes, and transplants seedlings to flower beds.

**Recreation Facility:**

- Engaged in all phases of pool and ice arena maintenance.

**Cemetery:**

- Involved in cemetery mapping and instructions related to selling and digging grave spaces to ensure excavation in correct location, coordination with monument company, mortuary, and vault companies.

**Parks:**

- Oversees maintenance and operation of City’s centralized irrigation system.

**Lead Responsibilities:**
Responsibilities may include assisting the supervisor with interviewing, and training employees within their work unit; assigning work and providing direction to employees. Carries out responsibilities in accordance with the organization’s policies and applicable laws.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and (5) five years related experience and/or training in applicable Maintenance field.

**Certificates, Licenses,Registrations:**

Must possess a valid South Dakota Class B Commercial Driver’s License (CDL) or ability to obtain within 180 days from date of hire. Must possess a South Dakota Pesticide Applicator’s License with the General, Ornamental and Turf, and the Public Health Certification Categories or obtain within 180 days from date of hire.

**Parks Maintenance Chief:** Must possess and maintain one of the following certifications: ISA Certified Arborist, Certified Playground Safety Inspector, Certified Irrigation Technician, SD Certified Nursery Professional.

**Recreation Facilities Chief:** Must possess a Certified Pool Operator (CPO) certification.

**Greenhouse Chief:** Must Posses and maintain one of the following certifications: ISA Certified Arborist, SD Certified Nursery Professional. Associate degree or equivalent from a two-year college or technical school in horticulture preferred.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; extreme cold, extreme heat or vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles and toxic or caustic chemical. The noise level in the work environment is usually loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.