

JOB DESCRIPTION

TITLE:	Maintenance & Housekeeping Specialist	GRADE:	14
INCUMBENT:	OPEN	PAY TYPE:	Non-Exempt
REPORTS TO:	Maintenance Coordinator	REVISED:	5-6-2026

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

OVERVIEW:

This position is responsible to assist the maintenance coordinator with the execution and supervision of maintenance and housekeeping at Choice Health & Fitness. This includes assisting with hiring, scheduling, and training personnel, as well as performing a variety of maintenance and housekeeping tasks within the facility and occasionally on the grounds.

DUTIES/RESPONSIBILITIES/STANDARDS:

Critical Element #1

General expectations

- Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District.
- Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public.
- Assist other departments to promote the overall mission of the Grand Forks Park District.
- Assist with special projects and tasks as assigned.
- Ensure a safe, secure, and legal work environment.

Critical Element #2

Supervisory expectations

- Maintain quality staff by recruiting, hiring, training, scheduling, evaluating, and disciplining employees.
- Lead staff by direction and example to provide our parks, programs, facilities, and other services with a positive and enjoyable experience for all employees and citizens of Grand Forks.
- Treat all staff with fairness, respect, and impartiality.

Critical Element #3

To assist the maintenance coordinator with developing and coordinating all maintenance/housekeeping programs and policies to provide a clean and well-maintained facility and grounds.

- Assist with the development and coordination of policies and procedures relating to maintenance and housekeeping equipment, the facility, and grounds.
- Assist with overseeing and maintaining the equipment, facility, and grounds according to industry standards.
- Assist with recordkeeping pertaining to the maintenance/housekeeping of Choice Health & Fitness and the grounds according to industry standards.
- Meet on a weekly basis with the maintenance coordinator to discuss the coordination, operation, and evaluation of maintenance procedures and purchases.

Critical Element #4

Under guidance of the maintenance coordinator, adhere to goals and budgets relating to the maintenance/housekeeping of Choice Health & Fitness and the grounds.

- Provide the maintenance coordinator with timely and accurate documentation and recordkeeping regarding use of maintenance/housekeeping supplies.
- Assist the maintenance coordinator with operating the maintenance/housekeeping department within budget.

Critical Element #5
Perform daily, weekly, monthly, and annual maintenance/housekeeping tasks.
<ul style="list-style-type: none"> • Lead and assist personnel with the performance of a wide variety of maintenance/housekeeping tasks to ensure a safe, clean, and well-maintained facility. • Lead and assist with cleaning tasks in the common areas (i.e., lobby, community rooms, restrooms, locker rooms, hallways). • In cooperation with department managers and coordinators, assist with cleaning, department specific areas of the facility (i.e., gymnasium, fitness, group exercise, tennis, childcare) • Assist with supervising maintenance personnel with proper storage and handling of cleaning products. • Assist with performing snow removal and other parking lot maintenance at Choice Health & Fitness and Altru Wellness Village.
Critical Element #6
Serve as a Manager on Duty (MOD) as assigned on a limited basis.
<ul style="list-style-type: none"> • Ensure proper facility opening and closing procedures are completed and upon closing the facility, ensure the facility is secured and all customers and employees have safely exited the premises. • Oversee and support all facility staff, especially but not limited to the customer service staff and maintenance staff, to ensure Choice Health & Fitness standards are met. • Assist customers with questions or concerns in a manner that meets the customer service standards of Choice Health & Fitness. • Address building and emergency issues as able and contact appropriate staff for assistance as needed.
KNOWLEDGE/SKILLS/ABILITIES:
<ul style="list-style-type: none"> • Previous building maintenance and/or housekeeping experience is preferred. • Previous experience using a utility work machine or skid steer for snow removal is preferred. • Knowledge and experience in general computer applications. • Knowledgeable in Microsoft Office products. • Excellent oral and written communication skills. • Ability to interact with staff and the public in a professional manner and manage a busy and diverse workload.

PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT:				
Location	Choice Health & Fitness			
Hours	Normal hours of operation for Choice Health & Fitness are generally 5:00 a.m. – 10:00 p.m. Monday – Thursday, 5:00 am – 9:00 pm on Friday, 7:30 am – 8:00 p.m. on Saturday and 9:00 am – 8:00 pm on Sunday. The facility closes earlier during summer hours of operation. Each position may consist of a shift rotation depending on the hours of operation, programs, events, activities of the season, and assigned manager on duty shifts. Early morning opening, evening closing, and weekend shifts may be required.			
All positions at the Park District are required to commit to off-hour periods when the situation or workload demands it.				
Functional Job Duties	Rarely	Occasionally	Frequently	Continuously
General Activity				
Drive			X	
Sit		X		
Stand/Walk			X	
Bend/Squat			X	
Kneel/Crawl			X	
Push/Pull			X	
Climb			X	
Twist/Turn			X	
Work at heights		X		
Weight Lifted/Force Exerted				
Reach/Lift/Carry – up to 25 lbs.			X	
Reach/Lift/Carry – up to 50 lbs.			X	
Reach/Lift/Carry – up to 100 lbs.		X		
Reach/Lift/Carry – more than 100 lbs.	X			
Working Environment				
Indoors			X	
Outdoors		X		
Loud Noise/Vibration			X	
Fumes			X	
Near Moving Mechanical Parts			X	
Risk of Electrical Shock		X		
Toxic/Caustic Chemicals/Radiation		X		
Extreme cold/heat (non-weather)		X		
Repetitive Motion – motor function				
Dominant Hand			X	
Non-Dominant Hand			X	
Right Foot/Left Foot			X	
Mental Demands				
Attention Span/Concentration			X	
Memory/Problem Solving/Conceptualization			X	
Patience/Influence People/Relate to Others			X	
Reasonable accommodation may be made for individuals with disabilities to perform essential functions of this position.				