

**GRAND FORKS PARK DISTRICT**  
**Updated 10/28/2021**

**Position:** Maintenance & Housekeeping Specialist  
**Incumbent:** OPEN  
**Status:** Non-Exempt  
**Supervisor:** Maintenance Coordinator

*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.*

**STATEMENT OF PURPOSE**

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

**DUTIES/RESPONSIBILITIES/STANDARDS**

**Critical Element #1**

Operate as an effective member and leader of the cultural environment defined by the Choice Health & Fitness value statement and culture guidelines.

**Expectations**

1. As an employee, meet the expectations of the organizational values and culture.
2. Lead staff by direction and example to meet the expectations of the organizational values and culture.

**Critical Element #2**

Serve as a member of the hiring committee to assist in hiring and training skilled people to serve as maintenance/housekeeping personnel.

**Expectations**

1. Under the guidance of the Maintenance Coordinator be actively involved in the interview and hiring process for the maintenance/housekeeping personnel.
2. Under the guidance of the Maintenance Coordinator, train maintenance/housekeeping personnel to ensure safe, efficient, and effective performance of their tasks.
3. Under the guidance of the Maintenance Coordinator, effectively schedule and supervise maintenance/housekeeping personnel.
4. Maintain proper records related to personnel and their assigned duties.
5. Assist the Maintenance Coordinator with evaluating maintenance/housekeeping personnel annually.

**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.

**Expectations**

1. Assist with the development and coordination of policies and procedures relating to maintenance and housekeeping equipment, the facility, and grounds.

2. Assist with overseeing and maintaining the equipment, facility, and grounds daily and according to industry standards.
3. Assist with record keeping pertaining to the maintenance/housekeeping of Choice Health & Fitness and the grounds according to industry standards.
4. 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.

#### **Expectations**

1. Provide the Maintenance Coordinator with timely and accurate documentation and recordkeeping regarding use of maintenance/housekeeping supplies.
2. Assist the Maintenance Coordinator with operating the maintenance/housekeeping department within budget.

#### **Critical Element #5**

Perform daily, weekly, monthly, and annual maintenance/housekeeping tasks.

1. Lead and assist personnel with the performance of a wide variety of maintenance/housekeeping tasks to ensure a safe, clean, and well-maintained facility.

#### **Critical Element #6**

Serve as a Manager on Duty (MOD) as assigned on a limited basis.

#### **Expectations**

1. 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.
2. 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.
3. Assist customers with questions or concerns in a manner that meets the customer service standards of Choice Health & Fitness.
4. Address building and emergency issues as able and contact appropriate staff for assistance as needed.

#### **KNOWLEDGE/SKILLS/ABILITIES**

1. A minimum of a 2-year college degree is preferred.
2. Previous building maintenance/housekeeping experience is preferred.
3. Previous supervisory, hiring, and training experience is preferred.
4. Ability to deal effectively with staff and the public.

5. Possess the customer service skills necessary to meet the customer service standards established by Choice Health & Fitness.
6. A general understanding of computer applications.
7. Must possess a valid driver's license and a clear driving record.

## **SUPERVISORY**

This position involves direct supervisory responsibility over the following positions:

1. Maintenance/Housekeeping Associates

## **CONTACTS**

This position requires close contact with the public, health and fitness professionals, and some contact with members of the Park District Board of Commissioners, the media, other government and private sector officials, and professional consultants.

## **CONSEQUENCE OF ERRORS**

Damage to both the public and private property is possible. Personal injury to employees, other workers and the public may also occur. Portray an image to the public that would be consistent with the Park District goals and objectives.

## **WORKING ENVIRONMENT**

This position is performed mainly at Choice Health & Fitness with some time spent at the main office and outside locations. This is a non-exempt position and is subject to the overtime policies of the Park District.