

MAJOR FUNCTION

This is skilled technical work in the preparation, maintenance and repair of the City's hard and soft tennis court facilities and maintenance of the facilities of the Forest Meadows Complex. The incumbent provides oversight and direction to temporary workers engaged in the same or related activities, and fully participates in the work activities. The position reports to the Supervisor-Forest Meadows Complex and the incumbent employs considerable judgment and technical skill in carrying out general instructions and in performing work to exact specifications. Work is reviewed through observation of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Lays out the work for and directs temporary and seasonal employees in construction and maintenance activities. Constructs clay tennis courts, including application of clay, leveling and compacting with heavy machinery, and installation of lines and net posts, as needed. Maintains hard courts by repairing nets and cracked tennis courts; cleaning for aesthetics, and preparing courts for players' safety. Maintains equipment used in tennis court operations and Forest Meadows Complex, including but not limited to golf carts, rollers, brushes, blowers, edgers, and line brushes etc. Maintains Forestmeadows internal facility and equipment, which includes, but is not limited to minor a/c repairs, plumbing, lighting fixture repairs, pressure washing, weight equipment repairs etc. Contacts vendors and coordinates repairs on larger mechanical/technical problems. Trains and schedules employees to ensure work is completed to meet the public demand. Contacts vendors, purchases supplies, and receives bids and proposals for goods and services. Provides applicable input for preparation of annual budget and work program priorities. Prepares reports and schedules of maintenance activities as requested. Makes recommendations regarding the selection and retention of employees in temporary and day labor positions. Performs related work as required.

Other Important Duties

Attends City required training classes. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of clay court maintenance, construction and resurfacing of clay courts. Knowledge of drainage control methods and watering and irrigation systems that includes wells, pumps, and automated watering controls. Knowledge of occupational hazards and safety precautions required in work. Ability to schedule, assign, direct, and inspect the work of temporary and day laborers. Ability to communicate effectively and maintain work records and prepare reports. Ability to estimate time and materials for work projects. Ability to understand and carry out general instructions relating to construction and maintenance operations. Skill in the operation of equipment necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of experience that includes mechanical and general maintenance and repair work involving buildings and grounds or work involving the preparation and maintenance of sport fields and related buildings and grounds. Directly related experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

Possession of a valid Class E State driver's license at time of appointment.

Employee must attend and complete class in tennis courts maintenance within first year of employment, as a condition of continued employment in the job class.

Established: 04-29-06
02-12-11*