



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Maintenance Attendant/Blacksmith	BAND/LEVEL:	OPS I
DEPARTMENT:	Recreation Services	JOB NO:	7015
DIVISION:	Farmstead	DATE:	10/18/2017
REPORTS TO:	Supervisor Maintenance and Construction	FLSA STATUS:	Non Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	531
REPLACES:	New Position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: The Maintenance Attendant/Blacksmith position consists of performing general maintenance work while working as the Blacksmith. Performs a wide variety of semi-skilled and skilled tasks related to maintenance and repair of the recreation facility and grounds. Must be familiar with general construction and building skills. Conducts and administers activities in the Blacksmith Shop as well as demonstrating, Forge operation, creation of handmade items and subject matter. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

General Duties:

1. Coordinates and performs repairs and preventive maintenance of buildings, fences and grounds.
2. Maintains outdoor structures such as fences, irrigation systems, windmill, benches, swings, playground equipment and walkways. Utilizes equipment such as tractor, front end loader, skid steer loader trucks and backhoe to clean and renovate grounds.
3. Helps maintain compliance with building codes and safety regulations, and maintains a child-safe facility.
4. Performs snow removal as required.
5. Performs other duties as required.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate subordinates, supervisors customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employers goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
8. Working one weekend day may be required during the operating season, April 1 to Oct. 31.

Blacksmith Duties:

1. Operates and maintains forge safely.
2. Creates an interactive environment while explaining and demonstrating the historical significance of a Blacksmith Shop.
3. Hammers stock into appropriate handmade examples on blacksmith anvil.
4. Heats metal stock in blacksmith Forge.
5. Inspects building, tools, equipment and artifacts to ensure patron and employee safety.
6. Maintains daily activity reports and tracks programs delivered. May include types of repair or fabrication performed during work shift.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic High school education or equivalent.
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.
- Ability to obtain a valid commercial driver's license within six months of employment.

EXPERIENCE:

- Experience in maintaining buildings and grounds; including general construction, remodeling, electrical, plumbing, fencing, irrigation systems and masonry.
- Experience working in a Blacksmith shop or familiarity working with a Forge preferred or the desire and ability to learn the Blacksmithing trade.

SKILLS:

1. Mechanical.
2. Basic carpentry, electrical repairs, installation, concrete and plumbing.
3. Attention to detail.
4. Basic mathematical skills.
5. Public Speaking/presentation skills.
6. Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.
7. Written and oral communication skills.

MENTAL REQUIREMENTS:

1. Ability to meet deadlines.
2. Ability to carry out assignments through oral and written instructions.
3. Ability to work independently.
4. Alpha and numeric recognition.
5. Ability to work on several projects at one time.
6. Ability to learn new materials and systems.
7. ability to work under distracting conditions.
8. Ability to use judgement, tact and diplomacy when dealing with co-workers, other city employees and outside contractors.

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, bend, stoop, climb, push, and pull.
2. Ability to make and receive phone calls.
3. Ability to distinguish smells.
4. Ability to identify and distinguish colors.
5. Ability to work in extreme environmental conditions.
6. Exposure to noisy conditions.
7. Exposure to fumes, dust and smoke.
8. Exposure to extreme temperatures.
9. Ability to operate city cars, trucks and golf carts.
10. Ability to use various hand tools and power equipment.
11. Ability to operate tractors and skid steer loader.
12. Ability to visually inspect work sites and facilities.
13. Excessive standing and/or walking.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Supervise volunteers from time to time. (Direct)

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Freq. - Const.	even and uneven surfaces
Walking	Freq. - Const.	even and uneven surfaces
Sitting	Occasional	motor vehicle operation; automatic transmission
Driving	Occasional	motor vehicle operation; automatic transmission
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Occasional	various postures required to complete requirements
Squatting	Occasional	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	various postures required to complete requirements
Ladders	Occasional	various postures required to complete requirements

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous tools	0- 10 lbs.	floor to overhead	variable	occasional	one or two hand lift
Concrete	80 lbs.	floor to waist	variable	occasional	two hand lift
fire extinguisher	35 lbs.	floor to waist	variable	occasional	one or two hand lift
sander / belt sander	13 lbs.	floor to shoulder	variable	occasional	task dependent
shovel with snow	variable	variable	variable	occasional	snow removal
drills	7 lbs.	floor to overhead	variable	occasional	task dependent
sheet rock	182 lbs.	floor to waist	variable	occasional	two person lift
ice melt bag	50 lbs.	floor to waist	variable	occasional	task dependent

** This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous tools	0- 10 lbs.	0- 100 feet	variable	occasional	one or two hand lift
Concrete	80 lbs.	0- 50 feet	variable	occasional	two hand lift
fire extinguisher	35 lbs.	0- 100 feet	variable	occasional	one or two hand lift
sander / belt sander	13 lbs.	0- 100 feet	variable	occasional	task dependent
shovel with snow	variable	0- 20 feet	variable	occasional	snow removal
drills	7 lbs.	0- 100 feet	variable	occasional	task dependent
sheet rock	182 lbs.	0- 500 feet	variable	occasional	two person lift
ice melt bag	50 lbs.	0- 50 feet	variable	occasional	task dependent

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PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
file cabinet	40 lbs.	occasional	two hand push
snow shovel	*	*	to be determined at later date

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PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
file cabinet	40 lbs.	occasional	two hand pull
snow shovel	*	*	to be determined at a later date
carpet removal	*	*	to be determined at a later date

** This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

REACHING	DURATION	DESCRIPTION
above shoulder level	Occasional	task dependent
at shoulder level	Frequent	task dependent
below shoulder level	Frequent	task dependent
below waist level	Occasional	task dependent
below knee level	Occasional	task dependent

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	up to constant	type of job dependent; motor vehicle operation
Pinching	up to constant	type of job dependent; motor vehicle operation
Wrist Flexion & Extension	up to constant	type of job dependent; motor vehicle operation
Wrist Lateral Deviations	up to constant	type of job dependent; motor vehicle operation
Pronation & Supination	up to constant	type of job dependent; motor vehicle operation

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*