



## **Position Description MAINTENANCE SPECIALIST**

July 2018

Come join us at the Reid Park Zoological Society!

Reid Park Zoological Society is seeking to add a Maintenance Specialist to our Team. The Zoological Society is a 501(c) (3) nonprofit organization whose mission is to support, advocate for and enhance the value of Reid Park Zoo and its mission to encourage commitment to the conservation of biological diversity and to provide educational and fun experiences for visitors of all ages. Reid Park Zoo is the largest attended cultural attraction in southern Arizona with approximately 500,000 visitors annually. Be a part of a vibrant, growing organization as Reid Park Zoo implements an exciting master plan that will be investing over \$60M in new exhibits over the next ten years. To apply, please forward a resume to [hr@reidpark.org](mailto:hr@reidpark.org) No phone calls or visits please.

### **Overview:**

The Maintenance Specialist is responsible for maintaining and repairing zoo equipment, exhibits, and other facilities. The successful candidate will have experience working in more than one trade (e.g., plumbing, carpentry, welding, electrical, concrete finishing, masonry, roofing, fencing, etc.). This is a hands-on position in a fast-paced environment of a growing organization. Reid Park Zoological Society is an equal opportunity employer.

### **MAINTENANCE SPECIALIST**

**Reports To:** Maintenance Supervisor

### **Responsibilities:**

#### **General duties:**

- Maintain and repair zoo equipment, exhibits, and other facilities.
- Assist in the design, planning, and construction of new animal exhibits and other facilities.
- Safely operates and maintains hand tools and power tools, including, but not limited to: chain saws, grinders, drills, circular saws, demo hammers, chop saws, augers, etc.
- Safely operates golf carts, small utility vehicles, skid steers, loaders, and other wheeled equipment.
- Provides support for special events in evenings and weekends.

- Maintains maintenance log books and enters data into computer spreadsheets.
- Effectively communicates with to supervisors, staff, and visitors.
- Conducts preventive maintenance, services equipment to ensure reliability and safe operation.
- Installs and maintains fences, signs, benches, railings, concrete, animal exhibits, water pumps, and other fixtures and structures.
- Assists Trade Specialists or Grounds staff when required.
- Purchases materials and equipment after consultation with supervisor.
- Maintains an inventory of commonly used materials.
- Creates completion schedules and material lists for assigned projects before initiating construction.
- Completes other duties as assigned.

### Administrative Functions

- Performs duties in accordance with RPZS policies.
- Provides excellent customer service as a component of all job duties.
- Follows Zoo safety protocols and procedures

### Preferred Qualifications, Skills and Abilities

- Minimum of 3 years maintenance experience in a commercial environment.
- Valid and unrestricted Arizona driver's license.
- Ability to safely operate wheeled equipment such as skid steer, forklift, truck, utility vehicles, etc.
- Strong interpersonal and communication skills.
- Politely assertive, energetic, and able to succeed in fast-paced environment.
- Ability to take direction and quickly change as needed.
- Reliable and able to work to a varied schedule, including weekends, and infrequently evenings and holidays.
- Regular physical attendance at work.
- Comfortable working in extreme weather conditions for long periods of time.
- Able to bend, pull, lift and carry up to 50 pounds.
- Regular physical attendance at work.
- Able to walk and stand for long periods of time.

*Please note that this is not an exhaustive list. It is intended to give a reasonable idea of what might be required.*

Reviewed By:	Print Name	Signature	Date
Employee:			
HR Director:			