



City of Brooklyn Park

Job Class: Lead Building Maintenance Worker or Building Maintenance Worker (FT) 2nd Shift

SALARY	See Position Description	LOCATION	Brooklyn Park, MN
JOB TYPE	Regular Full-Time Benefited (40 Hours)	JOB NUMBER	2024-00056-TG
DEPARTMENT	Recreation & Parks	OPENING DATE	03/15/2024
VACANCIES	1	ADDRESS	Community Activity Center (CAC), 5600 85th Avenue North, Brooklyn Park, MN
POSTING TYPE	Open to the public		

Position Summary

The City of Brooklyn Park is looking to hire a Building Maintenance position for 2nd shift. The purpose of this position is to assist with the operations, repair, and maintenance of the Community Activity Center (CAC).

This posting may be used to fill one (1) Lead Building Maintenance Worker **OR** one (1) Building Maintenance Worker depending on the education, experience and skillsets of the candidate. Building Maintenance Workers with various levels of experience and a wide range of skillsets are encouraged to apply.

- **Lead Building Maintenance Worker** (\$32.00-\$41.12 hourly) functions in a lead capacity to assist with the operations, repair, and maintenance of the Community Activity Center (CAC) to mechanical systems, refrigeration equipment and the implementation of a preventative maintenance program. The Lead will assist with scheduling of CAC maintenance personnel and direct the evening and/or weekend operations of the CAC in absence of the CAC Maintenance Supervisor.
- **Building Maintenance Worker** (\$27.53-\$35.37 hourly) functions to provide clean, well-maintained and operable facilities.

Application End Date: Recruitment will continue until a sufficient number of qualified applications are received as determined by Human Resources. **First review of applications will be on April 2, 2024. If you have interest in this position, it is highly recommended that you apply upon seeing the announcement as the vacancy may close without notice.**

Essential Duties and Responsibilities

Building Maintenance Worker:

- Monitor and assist with the operation, maintenance, and/or repair of general building mechanical, electrical, and plumbing equipment and controls to include heating and cooling equipment, communications systems, emergency systems, and elevators
- Operate and maintain ice arena-related equipment including resurfacing machines and edgers
- Perform/assist the public with customer service
- Perform/assist with set-up and take-down of facility space
- Perform/assist with general custodial and maintenance activities to interior and exterior of the CAC, Zanewood Recreation Center and other Recreation and Parks facilities to include general carpentry, maintenance of doors and

- hardware, painting and other miscellaneous tasks
- Perform/assist with custodial and grounds maintenance activities to include snow removal and ice control as assigned
- Assist with meeting rooms, module office equipment and furniture set-ups
- Assist with responding to and resolving all maintenance issues related to the Community Center operations and ice arena according to established procedures and guidelines
- Maintain accurate and organized inventory and maintenance records, coordinate with records management staff
- Perform manual labor as required
- Perform other duties as assigned

Lead Building Maintenance Worker:

- Assist with the supervision of full-time, part-time, and seasonal staff maintenance workers. Prepare weekly staff work schedules in accordance with the programs and events scheduled within the facility and operational priorities. Provide on-the-job training to CAC maintenance workers.
- Assist with the development and implementation of a year-round daily, monthly, and quarterly preventative maintenance program
- Maintain all mechanical equipment and machinery required to operate the Community Activity Center, to include ice refrigeration and dehumidification systems, according to required manufacturer specifications
- Enforce safety rules and regulations in compliance with OSHA to ensure a safe working environment for the public and employees
- Resolve scheduling conflicts, changes and other facility use-related concerns or needs with customers
- Perform Field Supervisor's duties in their absence
- Perform other duties as assigned

Minimum and Desired Qualifications**LEAD BUILDING MAINTENANCE WORKER QUALIFICATIONS****Education**

High school graduate or equivalent

Experience

Three (3) years of work experience that includes the following:

- Working with mechanical equipment and machinery necessary to operate an ice arena, including, but not limited to, refrigeration systems, ice resurfacing machine, ice edgers, HVAC equipment, plumbing and air conditioning equipment, and hand/power tools
- Supervisory experience to include providing on-the-job training to staff
- Lawn turf and snow removal equipment

Licenses/Certifications

- Valid driver's license
- MN Special Engineer License for hot water and steam boilers or ability to acquire within one (1) year from date of hire
- Second Class C Boiler's license or ability to obtain within two (2) years from date of hire
- CPR/First Aid certificate or ability to acquire within six (6) months

BUILDING MAINTENANCE WORKER QUALIFICATIONS**Education**

- Must be at least 18 years of age
- High school diploma or equivalent

Experience

One (1) year work experience in ice maintenance operations or community center

Licenses/Certifications

- Valid driver's license
- Ability to obtain a MN Special Engineer License within one (1) year of hire date

Equivalency

An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

Knowledge, Skills and Abilities

- Ability to meet the physical demands of the job, including the ability to lift 125 pounds (hockey nets) up to multiple times a day
- Ability to make independent decision in accordance with organizational goals and objectives
- Ability to perform job responsibilities in climatic extremes common to Minnesota
- Ability to clearly and concisely communicate in both verbal and written formats
- Ability to work effectively, courteously, and cooperatively with department administrative personnel, community center office personnel, and customers
- Ability to provide a level of customer service that meets or exceeds customer expectation and satisfaction
- Proven ability and demonstrated commitment to an inclusive workplace related to racial equity, diversity and inclusion.
- Embrace and engage in cultural shift toward Continuous Improvement
- Ability to work the schedule: Sunday – Thursday, 3:00 – 11:30 p.m.

Desired Qualifications

- Graduation from a vocational program or technical training in ice arena management/maintenance or building maintenance
- Previous training/experience in customer service methods and practices
- Previous training/experience in hazardous materials (i.e., ammonia refrigeration)
- Fluency in Spanish, Hmong, Russian, Somali, Laotian or Vietnamese language(s)

Background Check

The City has determined that a criminal background check and/or qualifications check are necessary for this job title. Applicants are required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Drug & Alcohol Testing/Medical Examination

All job applicants must pass a pre-employment drug and alcohol test/medical examination once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position

Selection Process

The selection process will consist of one or more of the following steps: a rating of relevant education and experience and/or an oral examination (100%). It is important that your application show all the relevant education and experience you possess. This information will be used to determine which candidates will proceed in the selection process. A submitted application is also used to verify the answers to any supplemental questions. Only those candidates who attain a passing score (70%) on each step in the selection process will be placed on the eligible list. Human Resources Department reserves the right to limit the number in any phase of the selection process.

Brooklyn Park is a thriving northwestern suburb of Minneapolis and the sixth largest city in the state with over 86,000 residents and 30,000 jobs. As the 6th fastest growing city in Minnesota, the city has become even more vibrant because of our remarkable racial and cultural diversity. Approximately 60 percent of our residents are people of color, 22 percent are foreign-born, and more than a quarter speak a language other than English at home.



Our Vision, Values and Goals

Additional Information

Department/Division: Recreation & Parks Department/Community Activity Center (CAC)

Anticipated Work Schedule: This is a full-time, non-exempt, non-union position that will work the 2nd shift, Tuesday through

Saturday, 3:00 p.m. – 11:30 p.m.

Anticipated Hiring Wage: Depending on qualifications

- **Lead Building Maintenance Worker** (\$32.00-\$41.12 hourly)
- **Building Maintenance Worker** (\$27.53-\$35.37 hourly)

We welcome applications from all individuals, including (but not limited to): people of all abilities, persons of color, Veterans, LGBTQ+ and women. If you need these materials in an alternate format or if you have a disability-related need and need assistance with the application process, please contact Janis Lajon at either 763-493-8016 or via e-mail at Janis.lajon@brooklynpark.org.

Agency

City of Brooklyn Park

Address

5200 85th Avenue N

Brooklyn Park, Minnesota, 55443

Phone

763-493-8016

Website

<http://www.brooklynpark.org>

Job Class: Lead Building Maintenance Worker or Building Maintenance Worker (FT) 2nd Shift Supplemental Questionnaire

*QUESTION 1

Do you possess a high school diploma or the equivalent?

- ☐ Yes
- ☐ No

*QUESTION 2

Do you have one (1) year of experience in ice maintenance operation or community center?

- ☐ Yes
- ☐ No
- ☐ No, but I have transferable or equivalent experience in building maintenance

*QUESTION 3

If you answered "No" to the above question, please explain any transferable or equivalent experience for consideration. Write "NA" if not applicable.

*QUESTION 4

Do you have three (3) years of experience working with mechanical equipment and machinery necessary to operate an ice arena, including but not limited to, refrigeration systems, ice resurfacing machine, ice edgers, HVAC equipment plumbing and air conditioning equipment, and hand/power tools?

- ☐ Yes
- ☐ No

*QUESTION 5

Do you have one (1) year of supervisory experience to include providing on-the-job training to staff?

- ☐ Yes
- ☐ No

***QUESTION 6**

Do you have one (1) year of experience using lawn turf and snow removal equipment?

- ☐ Yes
- ☐ No

***QUESTION 7**

Do you possess a valid driver's license?

- ☐ Yes
- ☐ No

***QUESTION 8**

Do you possess a MN Special Engineer license for hot water and steam boilers?

- ☐ Yes
- ☐ No

***QUESTION 9**

Do you possess a Second Class C Boiler's license?

- ☐ Yes
- ☐ No

***QUESTION 10**

Do you possess a current CPR/First Aid certificate?

- ☐ Yes
- ☐ No

***QUESTION 11**

Do you have the ability to meet the physical demands of the job, including to lift 125 pounds (hockey nets) up to multiple times a day?

- ☐ Yes
- ☐ No

***QUESTION 12**

Do you have the ability to work the 2nd shift schedule of Tuesday - Saturday, 3:00 p.m. to 11:30 p.m.?

- ☐ Yes
- ☐ No

***QUESTION 13**

Are you a graduate of a vocational program or successfully completed technical training in ice arena management/maintenance or building maintenance?

- ☐ Yes
- ☐ No

***QUESTION 14**

Which level best describes your experience/training in customer service methods and practices?

- ☐ No experience/training
- ☐ Less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years or more

***QUESTION 15**

Which level best describes your experience/training with hazardous materials (i.e., ammonia refrigeration)?

- ☐ No experience/training
- ☐ Less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years or more

***QUESTION 16**

Are you fluent in Spanish, Hmong, Russian, Somali, Laotian or Vietnamese?

- ☐ Yes
- ☐ No

***QUESTION 17**

What is your connection with the City of Brooklyn Park?

- ☐ None apply
- ☐ Current Brooklyn Park Resident
- ☐ Active Member of Community Group in Brooklyn Park
- ☐ Currently enrolled in school in Brooklyn Park
- ☐ BrookLynk Alumni
- ☐ Other

QUESTION 18

If you listed other, please explain your connection to Brooklyn Park.

*** Required Question**