

**COMMANDER, NAVY INSTALLATIONS COMMAND
MORALE, WELFARE AND RECREATION DEPARTMENT
COMMUNITY RECREATION DIVISION**

RECREATION MAINTENANCE LEADER, NL-4701-08

I. INTRODUCTION

This position is assigned to the Community Recreation Division; Morale, Welfare and Recreation (MWR) Department; Commander, Navy Installations Command (CNIC). The purpose of this position is to perform duties commonly found in a variety of work situations and incidental to many different occupations in MWR, such as grounds maintenance, warehouses, facilities, and rental operations. This involves working as a leader, performing heavy labor, using hand and power tools, operating motor vehicles, towing, and utilizing large equipment.

II. MAJOR DUTIES AND RESPONSIBILITIES

May perform or assist with performing any or all of the following:

- Serves as working leader on a full time and continuing basis, leading three or more workers that accomplish trades and labor work. The highest level of non-supervisory work led may include the following: NA-2805-08 Electrical Worker; NA-3502-04, NA-3502-02, NA-3502-01 Laborers; NA-4737-06 General Equipment Repairer; NA-4749-08 Maintenance Mechanic; NA-5003-04 Gardener; NA-5705-05 Tractor Operator; NA-5823-05 Automotive Helper; and NA-8610-08 Small Engine Repairer.
- Provides input on personnel actions; conducts training/employee development; performs scheduling; provides input on evaluations; recommends counseling and or termination.
- Passes on to other workers, instructions received from the supervisor and gets work started by assigning immediate tasks to be performed by individual members of the group led.
- Demonstrates proper work methods; sees to needed plans, blueprints, materials and tools that are available; obtains stock or needed tools from supply locations.
- Exercises authority and independent judgment in development of plans and solutions.
- Initiates and follows up on maintenance trouble calls to get equipment/facility issues resolved.
- Recommends changes or enhancements that may develop, adapt, modify, expand, or otherwise change the program activity to better meet and enhance the expected effectiveness of the programmed activity.
- Works alongside other workers and sets the pace by performing non-supervisory work of the same kind and level as that done by the group led.
- Provides customer service, information and support of Community Recreation programs and activities, opening and closing facilities, and ordering and restocking supplies.
- Checks patron eligibility to ensure authorized use of recreation facilities, resources and equipment.
- Collects fees from customers associated with sales of tickets, retail and rental items, as well as Paintball and Archery, using Point of Sales (POS) and computer programs.
- Checks Community Recreation equipment and resources in and out, collects any

applicable rental fees, properly completes rental or check-out forms following reservation and checkout procedures, inventories items and completes inspections upon return.

- Conducts inventory, maintains inventory controls and maintains equipment for proper accountability of program equipment and resources.
- Performs administrative duties, all of which are accomplished through a variety of means, including computer software programs which track resource inventories, patron usage/comments, and program standards metrics.
- Completes/conducts after-action reports, data collection and database administration.
- Assists in issuing and receiving rental equipment from customers, assists customers in hooking up trailers, loading and unloading of equipment into personal vehicles.
- Loads and unloads materials from ground, pallets, skids, platforms, trucks, lifting devices, and transport vehicles, manually or mechanically with lift gate, wheelbarrow, pallet jack or dolly.
- Operates a variety of power equipment to include but not limited to the following: mowers, clippers, posthole diggers, blowers, weed eaters, power washers, and banding equipment.
- Uses hand tools (e.g., shovels, rakes, hammers, bars, saws, clippers, axes, loppers, wrenches, brooms, brushes) to maintain/clean facilities and grounds; clear small trees/tree debris, limbs, and bushes.
- Moves and organizes equipment, supplies, furniture, and materials by hand or by mechanical means.
- Uses shovels, rakes, and rock bars to excavate, backfill or spread sand, dirt or fill materials to improve recreation spaces such as playgrounds, park spaces, volleyball courts, horseshoe pits, etc.
- Ensures grounds and facilities are maintained and clean (e.g., collects/empties trash cans, cleans park tables, barbecues, pavilions, docks, and rental equipment to ensure they are in serviceable condition).
- Shovels, sweeps or rakes snow, sand or dirt from sidewalks, playgrounds, volleyball courts, beach and recreational parking lots.
- Maintains an inventory of hand and power tools, large equipment and inflatable bounce equipment and ensures they are in good working order.
- Makes all adjustments to equipment to ensure proper settings, connections, and mechanical soundness.
- Makes minor repairs, paints, and performs some carpentry work.
- Assists the mechanic with maintaining and cleaning rental equipment.
- Assists in preparing excess property for disposal.
- Operates government owned motor vehicles to include fork lifts.

III. SUPERVISORY CONTROLS

Works under direct supervision of the Community Recreation Director or as designated by the Installation MWR Director who issues oral and written instructions on work sequence, procedures, methods, and deadlines, and relies on incumbent to ensure work assignments are carried out by other members of the group. Supervisor is available to provide information or decisions regarding problems that may arise during work. All work is completed within the specified time limit set by the supervisor. Overall work operations are reviewed for status and progress, causes of delay, and other problems. Incumbent works and carries out assignments independently after getting initial oral or written instructions and completes routine assignments in accordance with general policy, past practice, or simple drawings or specifications. Incumbent keeps supervisor informed of status of ongoing jobs and equipment on a daily basis. Completed work is reviewed by the supervisor for overall accomplishment, quality, care of equipment, and fulfillment of project requirements.

IV. SKILL AND KNOWLEDGE

- Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals as well as groups of varying demographics, ages and interests.
- Knowledge of the functions, procedures, and operations of recreation activities.
- Knowledge of computers, office procedures and print production.

- Knowledge of and skill in the trades and labor work performed by the group led in order to effectively carry out the duties of a working leader.
- Ability to independently work and lead three or more other workers to accomplish trades and labor work.
- Ability to complete assignments involving several tasks requiring detailed processes which include following directions, sequences, understanding simple drawings, etc.
- Ability to plan maintenance schedules, maintain accurate records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers.
- Ability to operate large government owned motor vehicles to include fork lifts.
- Ability to prepare and conduct inventory and recognize damage to materials and equipment.
- Ability to safely and properly use a variety of hand and power tools. (Operates a variety of power equipment to include, but not limited to: mowers, clippers, posthole diggers, blowers, weed eaters, power washers, banding equipment, etc.)
- Ability to follow oral and written instructions.
- Ability to communicate effectively both orally and in writing.

V. PHYSICAL EFFORT

Exerts very heavy physical effort, frequently lifting and moving objects weighing over 50 lbs., operating power mowers on grades, towing trailers, pushing heavy wheelbarrow loads of dirt, sand or playground fill, raking and shoveling dirt or sand, and using a pallet jack to move materials and equipment. The work requires frequent standing, bending, crouching, kneeling and climbing.

VI. WORKING CONDITIONS

Work is performed inside buildings as well as outside in all types of weather to include extreme heat. Incumbent is frequently exposed to drafts, noise, fumes, dirt, dust, grease, and fluids that may cause irritation and possible electric shock, scrapes, burns and cuts. Work may require standing on concrete floors for long periods. Special care is required to avoid serious injuries.

VII. OTHER REQUIREMENTS

Must be able to work varied work schedules to include holidays, weekends, and evenings.

May be recalled to duty and/or required to work overtime, including on an emergency basis.

Must wear protective clothing and equipment as situations warrant (e.g., safety gloves, hearing protection, safety glasses, boots, etc.).

Must have or be able to obtain and maintain a valid driver's license.

Must have or be able to obtain the following certifications within the first 60 days of employment:

- First Aid
- Cardio Pulmonary Resuscitation
- Forklift Operator
- Safe Inflatable Operators Training Organization (SIOTO)