North County Recreation District

Job Title: Maintenance Manager
Organization Level: Operations Staff
Duration/Status: Regular, full-time
Salary: $28.85–$33.65 per hour, with benefits
Reports To: Executive Director
Requirements: Must pass a background check and drug screening upon hire; obtain Certified Pool Operator (CPO) certification within six months of hire

GENERAL DESCRIPTION

The Maintenance Manager leads North County Recreation District's (NCRD) maintenance department and is responsible for janitorial services, groundskeeping, facility maintenance, repairs, and contractor coordination. This is a working manager position that combines staff leadership, planning, and administrative responsibilities with regular hands-on maintenance, cleaning, and grounds work.

The position oversees the Main Building, Gymnasium, Performing Arts Center, Aquatic Center, Pickleball Courts at Riverside Park, and Rex Champ Field along with associated grounds, District vehicle and bus, fitness equipment, and PAC stage and technical equipment. The manager organizes preventive maintenance, responds to repair needs, and maintains safe, clean, functional facilities for patrons and staff.

SUPERVISION RECEIVED

The Maintenance Manager reports directly to the Executive Director and leads maintenance and janitorial personnel, currently two part-time Maintenance Technicians and two janitorial positions. Responsibilities include scheduling, assigning and reviewing work, training, performance evaluations, and hiring recommendations. The manager exercises independent judgment within District policies, approved budgets, and delegated authority.

ESSENTIAL FUNCTIONS

- Lead maintenance, janitorial, and grounds operations across all District facilities; establish priorities, schedule staff, assign work, and ensure consistent standards.
- Train, supervise, and evaluate department staff; make staffing and hiring recommendations to the Executive Director.
- Develop and oversee preventive maintenance schedules, including monthly, quarterly, seasonal, and annual servicing and inspections. Track completion and maintain maintenance records.
- Manage maintenance contractors, including obtaining quotes, coordinating services, inspecting completed work, reviewing invoices, and tracking service agreements and warranties within District procedures.
- Perform and oversee building, grounds, vehicle, and equipment maintenance and repairs; arrange qualified contractors for specialized work.
- Establish janitorial schedules, cleaning standards, and supply inventories; coordinate facility preparation and cleanup for programs, rentals, and events.

- Work alongside the Aquatics Manager on pool systems, maintenance, janitorial services, supply orders, and operational concerns, including monitoring propane and CO_2 levels and arranging deliveries.
- Develop the department budget with the Finance Manager, monitor expenses, and coordinate purchases within approved budgets and District authorization procedures.
- Assess facility conditions, recommend repairs and equipment replacements, support the Capital Improvement Committee, and coordinate assigned improvement projects.
- Participate in the Safety and Risk Management Committee; identify and address hazards, coordinate required inspections, oversee facility access, and ensure safe work practices.
- Serve as the primary maintenance emergency contact, coordinate after-hours response, and communicate hazards and service disruptions to District leadership.
- Track maintenance requests, coordinate work with other departments, provide progress updates, and perform other related duties as assigned.

QUALIFICATIONS

Minimum Qualifications

- Four years of progressively responsible experience in facility maintenance, building systems, grounds maintenance, or a related field, including at least two years leading staff or projects. An equivalent combination of education, training, and experience that provides the required knowledge and abilities will be considered.
- Experience performing and coordinating building maintenance and repairs, organizing preventive maintenance, and working with contractors or service providers.
- Ability to lead staff, organize work across multiple facilities, maintain records, and support budget development and expenditure tracking.
- Valid Oregon driver's license with an acceptable driving record.
- Current Certified Pool Operator (CPO) certification or ability to obtain certification within six months of hire and maintain it thereafter.
- Current First Aid and CPR certification through the American Heart Association or American Red Cross, or ability to obtain certification.
- Ability to pass the required background check and drug screening upon hire.

Preferred Qualifications

- Experience maintaining public recreation facilities, aquatic facilities, athletic fields, or a campus with multiple buildings.
- Experience supervising maintenance and janitorial employees and coordinating recurring contractor services.
- Trade training or certification related to HVAC, plumbing, electrical, mechanical systems, or facility maintenance.
- Experience with maintenance tracking software, public agency purchasing procedures, and capital improvement planning.

KNOWLEDGE SKILLS AND ABILITIES

1. Working knowledge of building, heating, ventilation, plumbing, electrical, pool mechanical, and grounds maintenance systems, including when specialized professional service is needed.
2. Ability to troubleshoot problems, interpret manuals and service information, estimate labor and material needs, and prioritize preventive and corrective work.
3. Ability to lead, train, evaluate, and support staff while maintaining clear expectations and accountability.
4. Ability to coordinate contractors, inspect completed work, manage competing priorities, and communicate effectively with staff, vendors, patrons, and District leadership.
5. Ability to use email, calendars, spreadsheets, and maintenance records or tracking systems; maintain accurate documentation; and perform basic calculations.
6. Sound judgment, attention to detail, dependable follow-through, and responsible stewardship of District property and funds.
7. Ability to work a flexible schedule, including evenings, weekends, and after-hours maintenance emergencies as required.

PHYSICAL MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Work combines administrative duties with hands-on activity in public facilities, mechanical rooms, shops, and outdoor areas in varying weather. Duties require standing, walking, bending, kneeling, climbing, reaching, and moving materials, including work on ladders, roofs, and uneven or slippery surfaces. Heavy items weighing up to 100 pounds or more require appropriate mechanical aids or team assistance. Exposure to noise, dust, chemicals, fumes, and moving equipment may occur; protective equipment and safe work practices are required. The position requires sound judgment during emergencies and coordination of competing demands.

Reasonable accommodation may be made to enable otherwise qualified individuals to perform the essential functions of the position. This description summarizes the general nature and level of work and does not list every assigned duty. NCRD may change, reassign, or combine duties as needed.