

City of Cumming

Department of Recreation and Parks

Maintenance Lead

General Nature of Job

This is a semi-skilled manual labor providing basic maintenance functions for the day to day indoor maintenance of Dobbs Creek Recreation Center, Cumming Recreation and Parks main office facilities, and Cumming Event Center, which includes, but not limited to, cleaning and maintenance of common areas, restrooms, activity rooms, or any facilities under the care of the Recreation Department. This also include any outdoor maintenance that needs to be performed on a regular basis or as needed. Works closely with Dobbs Creek staff to ensure classes and programs are operational which can include working with the public in helping customers with questions, helping at front desk, or helping instructors if needed. Performs work under the direct supervision of the Maintenance Coordinator.

Examples of Work

- Performing manual labor to provide maintenance and upkeep of all indoor recreation facilities, which include all indoor areas such as lobby, common areas, bathrooms, dance, event center room, basketball courts and gymnastics area.
- Spot cleaning areas of high traffic.
- Perform outdoor maintenance in removing trash debris and removing trash from outdoor trash receptacles, including playground maintenance, cutting grass, weed trimming, edging sidewalks, using a blower to remove debris from the grounds, pulling weeds, or any help that the Maintenance Coordinator needs at any facility, indoor or outdoor.
- General repair of facilities or equipment used within the facility (toilets, patching walls, sanding, painting, changing light bulbs, ceiling tiles, ect).
- Working with other department coordinators to schedule maintenance duties around programs and events.
- Set up and breaking down for events at Cumming Recreation Department, Dobbs Creek, and the Cumming Event Center.
- Inform the procurer of supplies of needed inventory to insure facilities have supplies for everyday operations and events.
- Insuring facility is up to code and up to date with all safety inspections, including making it known to Maintenance Coordinator and other department coordinators if any safety issues or problems arise that need attention.

- Organizing, planning, and scheduling of repairs and maintenance from outside contractors with the guidance of the Maintenance Coordinator.
- Performs all other duties as required.

Necessary Knowledge, Skills, and Abilities

- Operation of light equipment and various tools necessary for the continued maintenance of grounds & facilities.
- Ability to understand and follow instructions with limited supervision.
- Basic computer knowledge for typing correspondences, records, forms, emails, text messages, and operate a Point of Sale software.
- Ability to keep accurate records and prepare clear, concise reports.
- Ability to develop working relationships with fellow employees and deal tactfully with the general public and coworkers.
- Skilled in organizing and implementing maintenance programs.
- Exemplary attendance is required.

Minimum Qualifications

- Must be 18 years old.
- Must possess a valid Georgia Driver's License.
- Must have transportation to get to work at different locations.
- Work in a noisy and fast pace environment.
- Must be able to work with and around the general public.
- Must be able to work some nights and weekends on an as needed basis.
- Must obtain and hold a current Adult and Child CPR, AED, First Aid certification from a nationally recognized and accredited organization.

Desired Education, Training, and Experience

Graduation from a standard high school and/or any combination of training and/or experience which provides the required knowledge, skills and abilities. Must possess a valid Georgia Driver's License.

Minimum Physical Requirements

Must be able to exert up to 100 pounds of force occasionally and up to 50 pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

FSLA Status: Non-Exempt

Classification: Entry Level

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

Revised: 4/8/2025