New Orleans Recreation Development Commission

Position: DISTRICT CHIEF

Civil Service Title: Public Works Supervisor I (c3130)   **August 18, 2015**

Main Function:

The District Chief is responsible for semi-skilled maintenance needs and upkeep of all NORDC facilities within an assigned geographic area.

Reports to: *NORDC Maintenance Supervisor*

Duties:

- Visits and inspects assigned facilities to ensure full awareness of all maintenance needs;
- Performs preventive maintenance activities;
- Supervises and schedules staff to perform prioritized unskilled and semi-skilled duties;
- Provides semi-skilled maintenance repair functions;
- Identifies facility needs that will require extensive maintenance repair requests;
- Ensures timely communication of facility maintenance related to work performed and needed;
- Communicates professionally and clearly to ensure that information is conveyed to all levels of staff;
- Conducts administrative functions and attends and participates in meetings as needed; and performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of equipment and maintenance and repair techniques with individual assignments requiring use of various skills in the trades such as painting, carpentry, basic welding, and heavy equipment operation
- Ability to use electric and gas powered tools such as saws, sanders, and drills
- Ability to perform administrative duties
- Extremely responsible, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner

Employment Requirements:

- Three (3) years of full-time verifiable experience in the fields of plumbing, carpentry, electrical, mechanical or building repair work.
- Must maintain an Orleans Parish domicile

Compensation:

Base Wage: $14.59/ hour

Work Week: 40 hours per week. This position will be required to work flex shifts and extended hours, as needed, including weekends and holidays.