



## Employment

### Infrastructure Maintenance Engineer (Parks & Public Spaces)

**GENERAL PURPOSE OF THE JOB:** Under direction of the Senior Manager of Events & Public Spaces Logistics, the Infrastructure Maintenance Engineer assists with planning, organizing, and supervising the maintenance of CCD Parks and related grounds and facilities and streetscapes. This position will also assist with coordinating and supervising the activities of the CCD field personnel, help ensure the proper use and maintenance of equipment and infrastructure, in accordance with in-house protocols and applicable rules and laws, and assist the Senior Manager of Events & Public Spaces Logistics with the management overall operations within the Park and Streetscape Division. The Infrastructure Maintenance Engineer will manage all specialty lighting functions to include City Hall, Avenue of the Arts, Sculpture and Underpass lighting. The Infrastructure Maintenance Engineer will also assist, as needed the Senior Manager of Events & Public Spaces Logistics with the preparation of annual budgets, purchasing, and management of onsite contractors. The Infrastructure Maintenance Engineer may act for the Senior Manager of Events & Public Spaces Logistics in the latter's absence or as required by events and as a third back up behind the Events Engineer.

This is primarily a field position requiring regular weekend work with a work schedule that is flexible with evening and weekend work required. Work hours may vary based on seasonal needs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist other full-time and part-time maintenance staff and helps assign and direct work;
- Develops and monitors daily, weekly and seasonal work schedules;
- Under direction of the Senior Manager of Events & Public Spaces Logistics ensures compliance with safe working practices and assist with on-site safety inspections;
- Provides assistance to the V.P. of Parks & Public Spaces and Senior Manager of Events & Public Spaces Logistics in the preparation and management of park budgets, notifies Senior Manager of Events & Public Spaces Logistics of any concerns or problem areas, provides suggestions for parks personnel allocation and resource needs to maintain park grounds and facilities;
- Implements with the assistance of Senior Manager of Events & Public Spaces Logistics necessary and budgeted repairs;
- Completes surveys of specialty lighting functions to include City Hall, Avenue of the Arts, Sculpture and Underpass lighting;
- Under management of Senior Manager of Events & Public Spaces Logistics administer maintenance contracts;
- Be familiar with daily reporting and activities;
- Works with the Senior Manager of Events & Public Spaces Logistics to coordinate assigned tasks with other workgroups;
- Maintains professional and technical knowledge by attending educational workshops, studying appropriate technical publications and participating, if necessary in trade and/or technical organizations;
- Assist supervisors with employee training;
- Provides staff and support for special events;
- Performs related work as required and assigned by the Senior Manager of Events & Public Spaces Logistics.

*These are the essential functions of the position, other duties may be assigned. Incumbents may be required to follow any additional related instructions, acquire job related skills and perform other work as required.*



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### **SUPERVISORY RESPONSIBILITIES:**

- Manage Parks & Public Spaces personnel assigned within the CCD Parks and Streetscape Operations as directed by the VP of Parks & Public Spaces and/or Senior Manager of Events & Public Spaces Logistics.

### **EDUCATION AND EXPERIENCE:**

- Two (2)-year degree in building maintenance, park administration, natural resources or a related field from an accredited college;
- One (1) to three (3) years of increasingly responsible paid experience in maintenance, landscaping, grounds keeping or a related field, or a combination of education and experience.

### **SKILLS AND ABILITIES:**

- Proper maintenance practices related to parks and facilities including, irrigation, identifications of pests and knowledge of control;
- Methods, materials, equipment and practices used in the maintenance, repair and construction of parks and related facilities;
- Basic mechanical, carpentry, plumbing and electrical;
- Operation, maintenance and repair of equipment and tools used for grounds and parks maintenance activities;
- Manual and automatic irrigation system installation, operation and repair;
- Safe work practices, safety codes and applicable laws and regulations, including, but not limited to OSHA;
- Direct, evaluate and report on the overall operations of the parks and facilities;
- Supervise, organize and review the work of facility and streetscape maintenance staff
- Basic understanding of schematic drawings;
- Establish and maintain effective working relationships with supervisors, co-workers, other workgroups, and outside agencies;
- Communicate effectively, both verbally and in writing;
- Ability to quickly resolve disputes;
- Operate a personal computer using standard word processing and spreadsheet software.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid Pennsylvania Driver's license, with a satisfactory driving record;
- Must pass a criminal background investigation, including child abuse clearance and reference check.

### **PHYSICAL CHARACTERISTICS:**

- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools or controls and is required to talk and hear. The employee is frequently required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must frequently lift 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



## Employment

**Forward Resumes To:**

Human Resources Department

Center City District

660 Chestnut Street

Philadelphia, PA 19106

Fax: 215.922.7672

e-mail: [jobs@centercityphila.org](mailto:jobs@centercityphila.org)

We are an EEO employer. No phone calls please.