



SUMMARY: The Bike Park Maintenance Position supports the Parks & Recreation Manager in operations and maintenance of the North Houston Bike Park. This position is responsible for maintenance of the facilities at the North Houston Bike Park, for effectively communicating park rules, regulations and policies to patrons and spectators at the parks, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for daily maintenance of the North Houston Bike Park and the BMX USA track
 - Coordinate with HCHSA on track maintenance needs.
 - Ensure all dirt and jump areas are safe, sculpted, well maintained and free from standing water other debris.
 - Ensure starting gates are in working order.
 - Maintain concrete and additional bike features.
 - Manage related maintenance contracts.
 - Create and perform daily and weekly maintenance and safety checklists
- Enforces the Park Rules
- Keeps the bike park and surrounding areas free from litter
- Maintains accurate shift reports, incident reports, accident reports, etc.
- Maintains a safe and secure environment for staff, spectators, and participants
- Other duties as assigned

QUALIFICATION REQUIREMENTS:

- Demonstrate an understanding of the Standard Operating Manual and rules and regulations for the bike park
- Ability to demonstrate courtesy and tact when dealing with the public
- Ability to complete assigned tasks in an organized and timely manner
- Ability to arrive and leave work on time, as scheduled
- Ability to communicate effectively both orally and in writing with required maintenance vendors
- Ability to operate dirt moving equipment such as skid steers, bobcats and tractors.
- Ability to use power tools and hand tools
- Ability to move chairs, tables and other fixtures and equipment around the park.
- Flexible work schedule based on events and track schedule, including ability to work weekends.

EDUCATION/EXPERIENCE:

- A high school diploma or GED is required.
- Working knowledge of BMX racing and BMX events preferred.
- One year of job experience in a related field, preferably with management experience.
- The applicant must possess a valid driver's license.

APPLICATION PROCESS: For more information, contact Treena Dockery at 281-873-6433 or tdockery@northhouston.org. To submit a resume, please mail to Treena Dockery, North Houston District, 16945 Northchase Dr., Ste. 1900, Houston, TX, 77060 or fax to 281-874-2151 or e-mail to tdockery@northhouston.org.