

Darke County Park District

Board of Park Commissioners

Department	Maintenance Operations		
Title	Park Maintenance Technician - Seasonal	Non- Supervisory	
Position Type:	Seasonal Part-time		
Reports To:	Maintenance Operations Manager or as assigned	Classification / FSLA	Un-classified / Exempt
Salary Range:	\$10-12.50 / hr		

Position Description

SUMMARY

Performs elements of park grounds, building maintenance, and boat transport. Maintenance Operation Technicians are responsible for performing general and routine labor tasks in the upkeep of the Park District’s facilities, grounds, nature center, buildings, tools, vehicles, and equipment. Close interaction with the other departments is required regularly to ensure all departments can meet the public’s needs. This position requires at *least* one weekend day in the regular schedule (typical workweek, Sunday-Thursday or Tuesday-Saturday) pursuant to department needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must perform essential duties to expected performance standards. Reasonable accommodations are made as required for persons with disabilities as defined under the Americans with Disabilities Act.

- **General:** Perform a variety of maintenance and cleaning tasks, building and property clean-up, rubbish removal, maintenance and repair; sweeping and scrubbing of various facilities, including restrooms, and painting of facilities. Post signage for park programs, and directional road signage. Assist in the clearing of brush and the removal of trees, specifically places available to the public such as trails, footbridges & buildings. Perform routine weeding, pruning & fertilizing of landscape beds & entry sign areas throughout parks. Cuts trees for firewood & lumber. Assist other Park departments as required or assigned, perform special projects and any other related duties as required or assigned. Assist with a variety of maintenance tasks and projects associated with facilities & infrastructure maintenance including electrical, plumbing, carpentry, painting, and construction repairs.
- **Boat Rentals:** Regularly lifts and transports canoes/kayaks via hand and trailer. Boats weigh 45-75lbs. Driving (forward and backing) of boat trailers required.
- **Mowing & Groundskeeping:** Operates park maintenance and other motorized equipment, including but not limited to mowers, tractors and other small to medium-sized maintenance equipment. Uses saws, chain saws, string trimmers, sanders and other small grounds and/or building maintenance equipment.
- Report emergencies and safety, security, law enforcement and maintenance problems to supervisor(s) and other affected staff members in a timely manner.

Darke County Park District

Board of Park Commissioners

ADDITIONAL RESPONSIBILITIES

Provides service to the public, responding to questions, helping, and providing information. Ability to work evenings, weekends, and holidays as assigned. Safely operates park vehicles/equipment as assigned. Carries personal cell phone that can be used for work purposes for in-field contact. Maintains a professional, cooperative working relationship with other staff members. Meets and deals with the public in a professional, helpful, and pleasant manner. Follows all policies and directives within the Darke County Parks Employee Manual. Performs other duties as assigned.

EQUIPMENT OPERATED

Vehicles, trailers, hand tools, power tools and equipment, chainsaws, GPS, and recreation equipment (canoes, kayaks, bikes). Computer; printer; calculator; copier; fax machine; telephone; and other standard office equipment.

CONFIDENTIAL INFORMATION

Handles all confidential information pursuant to the Darke County Parks employee manual/handbook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A combination of appropriate education, training, course work, and experience may qualify an applicant to demonstrate the required knowledge, skills, and abilities.

- **Required:** Prior experience and knowledge of the operation of groundskeeping, maintenance and small construction equipment, with park-related experience preferred.
- **Preferred:** High School Diploma or equivalent
Or: Two (2) years employment experience in a position involving similar maintenance duties desirable.
- Demonstrated knowledge in the safe and proper operations & maintenance of typical park equipment such as tractors, front-end loaders, graders, dump trucks, mowers, power equipment & tools and hand tools.
- Ability to work unsupervised, and manage multiple tasks and projects.
- A valid Ohio driver’s license with an acceptable motor vehicle record allowing insurability by the park district’s current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter. Candidates for employment may not have more than 4 total points (or equivalent penalty) issued by a recognized licensing authority for driving-related violations on their driving record at the time of employment.
- Available on a flexible schedule, including weekends and holidays.
- Must pass Ohio BCI&I criminal background

Darke County Park District

Board of Park Commissioners

- This is a part-time position no more than 28 hours per week. Days & hours of work are flexible, frequently between the hours of 7:30 am to 3:30 pm, and will be assigned. Evening, holidays, and weekend work will be required as job duties demand.

PHYSICAL DEMANDS

The following physical demands are representative of those that are typically performed by an employee while performing the essential functions of this job. These physical demands are not considered to be job qualification requirements but rather help identify where and how a reasonable accommodation may be made when an otherwise qualified person is unable to perform the job's essential duties due to a disability covered by the ADA.

While performing the duties of this job, the employee is constantly required to walk, handle, use hands to finger, feel, see and hear. The employee is frequently required to lift (at least 70lbs), push, pull, carry, taste/smell and talk. The employee is occasionally required to sit, bend, climb, and reach-vertically and horizontally.

WORK ENVIRONMENT

The work environment is both indoors and outdoors frequently. The employee is occasionally exposed to adverse environmental conditions. Personal Protection Equipment is frequently required. Any individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

SEASONAL POSISTION

This is a Seasonal Position and will only be available for 20 weeks or less. You may be eligible to re-apply for this and/or other roles upon the end of this season.

CERTIFICATES, LICENSES, REGISTRATIONS

- Required: Ohio Drivers' License which meets Darke County Park Districts' insurance carrier guidelines

EMPLOYEE ACKNOWLEDGMENT OF UNDERSTANDING

This job description has been reviewed with me, and I acknowledge my understanding of my job duties, responsibilities, and performance expectations. I further understand that my job may change and that this description does not necessarily include all responsibilities that I may be expected to perform.

Darke County Park District

Board of Park Commissioners