

Darke County Park District

Board of Park Commissioners

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| Department | Maintenance Operations | | |
| Position Title | Maintenance Operations Technician - Seasonal | | |
| Position Type: | Seasonal Part-time | Non-supervisory | |
| Reports To: | Maintenance Operations Manager or as assigned | Classification Status / FSLA | Un-classified / Non-exempt |
| Salary Range: | \$10.50-12.50/hr | | |
| Position Description | | | |

SUMMARY

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 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. Assist in maple syrup production program. 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.
- 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.

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- **Boat Rentals:** Regularly lifts and transports canoes/kayaks via hand and trailer. Boats weigh 45-75lbs. Driving (forward and backing) of boat trailers required.
- **Vehicles/Equipment:** Perform routine preventive maintenance procedures on vehicles, equipment, power tools, and hand tools associated with daily projects and reporting repair requirements as needed. Operate hauling rig to move larger equipment, including tractors and mowers to various work sites.
 - May operate other equipment in the performance of routine field operation.
- Works outdoors in all weather conditions and plans accordingly.
- Performs routine maintenance tasks as assigned

ADDITIONAL RESPONSIBILITIES

Provides service to the public, responding to questions, helping, and providing information.

Attends professional development and training opportunities. Maintains required certifications.

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.

SUPERVISORY RESPONSIBILITIES

This role may oversee court-ordered roles and volunteers.

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 of employment 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.
- Must pass Ohio BCI&I criminal background

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- Willingness and ability to work evenings, weekends, and holidays, as required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Required: Ohio Drivers' License which meets Darke County Park Districts' insurance carrier guidelines
- Within one year of employment (acquire & maintain):
 - Red Cross First Aid, CPR and AED or equivalent

JOB COMPETENCIES

Employees who are successful in performing this job typically exhibit the following competencies.

This position requires the employee to drive motor vehicles, including trucks, snowplows, salt & slag spreaders, tractors, mowers, and other equipment, including a truck with a trailer in tow. Must comply with all safety and health procedures.

KNOWLEDGE: • Knowledge of conservation concepts and practices. Knowledge of maintenance and repair techniques. Knowledge of safety procedures, use of chemicals and safety equipment used in performance of maintenance tasks.

SKILLS: • General maintenance and repair skills including plumbing, electrical, carpentry, painting & concrete work. • Basic math, reading and writing skills. • Good oral and written communications skills.

ABILITIES: • Ability to follow written and oral instructions. • Ability to safely use various tools, equipment and vehicles, as required. • Ability to work effectively and cooperatively with fellow workers and the public, with tact and diplomacy. • Ability to perform heavy physical labor.

Other: Must be able to work under adverse weather conditions and to follow an irregular schedule, including weekends and holidays. Required to work independently and as a team member.

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.

The employee frequently sits; uses hands to finger, handle, or feel, and talks and hears. The employee often stands, walks, hikes, climbs stairs and ladders, drives a variety of tractors and mowing equipment, and performs other physically demanding activities. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee frequently lifts and/or moves items of negligible weight and frequently lifts and/or moves items up to 75 pounds without assistance.

WORK ENVIRONMENT

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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.

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.

_____ /_____/_____
Signature of Employee Date