



GEAUGA PARK DISTRICT
Position Description

POSITION TITLE: *Seasonal Construction Tech*

Employee Name:

Division: Planning & Operations

Department: Grounds & Facilities

Supervisor: Construction Foreman

FLSA Status: Non-Exempt

Employment Status: Full Time - Seasonal

At-Will Employment

SUMMARY:

Under the general supervision of the Construction Foreman, responsible for production and installation of construction projects for parks, facilities, and infrastructures and performing specialized semi-skilled and skilled labor tasks in the construction trades.

POSITION REQUIREMENTS: *this position minimally requires the following:*

EDUCATION AND/OR EXPERIENCE:

High School graduate or equivalent preferred. One to three years' experience in construction trades. Experience in general labor operations desirable.

CERTIFICATES OR LICENSES:

Must possess a valid Ohio Driver's License and a good driving record.

Other:

A Pre-employment Background Check and Drug Test are required. Must be able to work under adverse weather conditions and to follow an irregular schedule, including weekends and holidays. Must be able to perform heavy physical labor. Required to be able to work independently and as a team member of a work crew or as a project leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *includes the following. Other related duties may be assigned.*

Performs a variety of general maintenance and construction duties including the following: general carpentry, plumbing, electrical work, painting; construction of foot bridges, buildings and trails; erection of wood signs; construction of exhibits and displays. Performs various aspects of skills associated with the construction trades including rough and finish carpentry, residential and commercial electric, plumbing, concrete, masonry, and excavation.

Supervisory Responsibilities

This role has no supervisory duties. May oversee/work with volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

Ability to perform basic data entry.

The following are examples only of equipment routinely used and are not intended to be all inclusive:

KNOWLEDGE:

Basic knowledge of the methods and equipment used in labor operations. General knowledge of land use in conservation and environmental issues. Knowledge of general maintenance and repair. Knowledge of lock-out/tag-out procedures and other safety procedures used in electrical safety, use of chemicals and safety equipment used in performance of maintenance tasks.

SKILLS:

Skill in general carpentry, basic plumbing, electrical work, painting, concrete work, masonry & general construction and maintenance. Skill in landscaping, excavating, able to do basic math, read a tape measure. Operate a tractor and vehicles with a clutch.

ABILITIES:

Ability to use required equipment, vehicles and tools. Ability to operate truck and tractor properly.

Ability to work effectively and cooperatively with staff, the public and co-workers with diplomacy and tact. Ability to monitor safety procedures and use of safety equipment. Ability to communicate effectively orally and in writing, read a tape measure. Operate a tractor and vehicles with a clutch.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities in construction & maintenance duties require the ability to lift up to 100 pounds, use and operate Park District vehicles and safely operate specialized equipment and tools.

Must be able to perform required physical duties of working at a computer to input data and produce printouts; e-mail; answer the phone; retrieve items stored on shelves; carry, move or lift equipment, tools and supplies; work with detailed documents and printed forms, the employee must be able to stand, walk, sit, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; routinely lifts up to 50 pounds and may occasionally be required to lift up to 100 pounds; and is required to be able to use close vision and adjust visual focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This employee normally works in the field and in the construction/maintenance facility.

Potential Hazards:

The employee may be exposed to chemicals routinely found in landscaping, maintenance procedures and pest control. May be exposed to hazards associated with electrical work, enclosed spaces, and the operations of power tools and vehicles. May be exposed to adverse weather conditions.

GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives.

The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver’s License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, inservices and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

AT-WILL EMPLOYMENT:

Geauga Park District (GPD) is an “at-will” employer. This means that GPD may terminate Employee’s employment at any time, with or without cause, and that Employee may terminate Employee’s employment at any time, with or without cause. GPD makes no promise that Employee’s employment will continue for a set period of time, nor is there any promise that it will be terminated only under particular circumstances. No raise or bonus, if any, shall alter Employee’s status as an “at-will” employee or create any implied contract of employment. Discussion of possible or potential benefits in future years is not an expression or implied promise of continued employment.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____

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