



GEAUGA COUNTY PARK DISTRICT
Position Description

POSITION TITLE: *Construction Seasonal Worker*

Employee Name:

Division: Planning & Operations

Department: Grounds & Facilities

Supervisor: Construction Foreman

FLSA Status: Non-Exempt

Employment Status: Seasonal - Not to exceed 1000hrs

At-Will Employment

SUMMARY:

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

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

EDUCATION AND/OR EXPERIENCE:

Must be 18 years of age. High School graduate or equivalent preferred. Experience in general labor operations in construction trade is desirable.

CERTIFICATES OR LICENSES:

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

Required Training:

All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These included, but are not limited to, emergency communications, hazardous materials, personal protective equipment, sexual harassment, violence in the workplace and fire prevention.

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:

- Assist in a general maintenance and Construction.
- Operate trucks with trailer in tow
- Assist with maintenance of equipment and trucks
- Work with team.
- Operate small equipment such as tractors and small trailers.
- Operate small hand and power tools.
- General use of computers for time card and basic data entry
- Required regular and predictable attendance
- Assist other park divisions as required or assigned, perform special projects and any other related duties as required or assigned.

Skills and Ability's

- General math, reading and writing
- Carry a Valid Ohio driver's License
- Operate small power and hand tools
- General computer data entry
- Ability to operate small equipment
- Knowledge of general landscaping , maintenance, and construction
- Ability to follow safety procedures
- Ability to communicate affectively

Supervisory Responsibilities

This role has no supervisory duties.

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.

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.

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 work 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.

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. This employee normally works in the field, as well as in the construction/maintenance facilities, but 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 immediate supervisor, members of the public, other employees or related public agency staff, as well as volunteers. The employee 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 go to in service training programs related to the position. 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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