



GEAUGA PARK DISTRICT
Position Description

POSITION TITLE: CONSTRUCTION TECHNICIAN

Division: Planning & Operations
Department: Grounds & Facilities
Supervisor: Construction Foreman
FLSA Status: Non-Exempt
Starting Rate: \$18.46 (will consider experience)
Employment Status: Full-Time
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. Three to five years of experience in construction trades. Experience in general labor operations desirable, preferably in the parks department.

CERTIFICATES OR LICENSES:

Must possess a valid Ohio Driver's License and a good driving record. Must obtain and/or be able to maintain Park District approved first aid and CPR certifications. Various certificates and/or training are desirable and may be required (certification in electrical, plumbing, carpentry, welding, heavy equipment operator, CDL A, B, or C)

REQUIRED TRAINING:

All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communication, hazardous materials, personal protective equipment, and 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:

- Perform a variety of general maintenance and construction duties including the following: general carpentry, plumbing, electrical, painting, and equipment operation. Construction of board walks, overlook plat forms, bridges, restrooms and buildings. Building and constructing aggregate multi-purpose, and primitive trails, aggregate driveways and parking lots, various drainage work, agricultural drains and wetlands.
- General Masonry; flat work, block, brick and stone work.
- Perform various aspects of skills associated with the construction trades including rough and finish carpentry, basic electric, plumbing, concrete, masonry and excavation.
- Erection and construction of wood signs, trail markers, exhibits and displays.
- Welding and steel fabrication.
- Operate trucks with equipment trailers loaded and unloaded, snow plows and box trailers.
- Maintain vehicles, equipment, power tools, and hand tools associated with daily projects and tasks.
- Monitor condition of department equipment, provide maintenance and request repairs, as needed.
- Cutting and felling of trees for projects, storm damage clean up, firewood and lumber.
- Assist Construction Foreman in creation of project plans, drawings, coordinating staffing & timelines, and obtaining quotes on materials needed.
- Assist Construction Foreman, as assigned, with preparing material and supply list for projects as well as ordering and picking up materials.
- Responsible for inventory of equipment and supplies, related to the construction crew.
- Asked to complete and support the Annual Plan of Operations (APO) within your job duties
- Assist other Park Divisions as required or assigned, perform special projects and any other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES:

This role has no supervisory duties. In absence of Construction Foreman construction tech may be ask to assist in supervisory duties.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties listed 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.

ADDITIONAL INFORMATION:

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

Must be able to safely operate heavy machinery such as back hoes, mini-excavator, large excavator's, tractors, trenchers, bulldozers, augers, skid steers, drum rollers, track dump truck, ATV's as well as small machines, power tools, chainsaws, and other power equipment and hand tools as required

This position also requires the employee to drive motor vehicles, including snow removal equipment, light and heavy equipment with truck and trailer in tow and must comply with all safety and health procedures.

KNOWLEDGE:

- Basic knowledge of construction methods used in carpentry, masonry, and welding.
- Basic knowledge of equipment operation and excavating techniques.
- 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:

- Skilled in excavation, carpentry, grading, basic plumbing, basic electrical, painting, masonry, welding and fabrication.
- Skilled in general landscaping and grounds maintenance.
- Skilled in basic math, reading and writing.
- Basic computer skills

ABILITIES:

- Ability to use a computer for e-mail, time card, data entry.
- Ability to operate vehicles/truck and trailer properly.
- Ability to use required equipment, and tools.
- Ability to work effectively and cooperatively with your immediate supervisor, staff, the public and co-workers with diplomacy and tact.
- Ability to assist in the preparation of project plans and material lists.
- Ability to follow safety procedures and proper use of safety equipment.
- Ability to communicate effectively orally and in writing.
- Ability to assist in the budgeting, ordering and securing of material for projects.

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 automotive supplies, landscaping, maintenance procedures and pest control. May be exposed to hazards associated with electrical work, automotive work, enclosed spaces, welding and fabrication, and the operations of power tools and vehicles.

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, in services 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. .

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.

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