



## GEAUGA PARK DISTRICT

### *Position Description*

#### **POSITION TITLE: MAINTENANCE TECHNICIAN**

Division:	Planning & Operations
Department:	Grounds and Facilities
Supervisor:	Maintenance Foreman
FLSA Status:	Non-Exempt
Employment Status:	Full-Time
	At-Will Employment

#### **SUMMARY:**

Under the direct supervision of the Maintenance Foreman, responsible for performing general and routine labor tasks in the upkeep of the Park District's facilities, grounds, nature centers, buildings, tools, vehicles and equipment.

#### **POSITION REQUIREMENTS:**

*This position minimally requires the following:*

#### **EDUCATION AND/OR EXPERIENCE:**

High School graduate or equivalent preferred. Experience in general maintenance is required, with park-related experience preferred. 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.

#### **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 may be required: wastewater treatment, applicator, operator, public operator's license for pesticide application and/or playground safety.

#### **REQUIRED TRAINING:**

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

#### **OTHER:**

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. Required to work independently and as a team member.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Rounds:** 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 notices of public use at shelters; signage for park programs, and directional road signage.

- **Mowing & Snow Plowing:** mowing, weed whipping & weeding operations; snow removal and salt spreading;
- **Vehicles/Equipment:** Maintain vehicles, equipment, power tools, and hand tools associated with daily projects and tasks. Operate hauling rig to move larger equipment, including tractors and mowers to various work sites.
- Perform routine preventive maintenance procedures on equipment, reporting repair requirements as needed.
- May operate other equipment in the performance of routine field operation.
- Perform a variety of maintenance tasks and projects associated with facilities & infrastructure maintenance including electrical, plumbing, carpentry, painting, and construction repairs.
- **General:** Assist in the clearing of brush and the removal of trees, specifically places available to the public such as trails, foot bridges & buildings.
- Perform routine weeding, pruning & fertilizing of landscape beds & entry sign areas throughout parks.
- Assist in maple syrup production program.
- Checks & maintains culverts & drainage ditches.
- Cuts trees for firewood & lumber.
- Assist in the training of part-time and seasonal employees and volunteers.
- Assist and support the Planning & Operations Division, as assigned or required in support of Annual Plan of Operations and related duties.
- Assist other Park Divisions or departments as required or assigned, perform special projects and any other related duties as required or assigned.
- Create project plans for larger maintenance projects, which include plan, staffing, timeline, budget & quotes for materials & supplies needed.
- Requests, orders & picks up supplies as needed; assists in the inventory of equipment & supplies.
- Performs routine maintenance tasks as assigned by maintenance foreman.
- Assists in training of other employees and volunteers.

### **SUPERVISORY RESPONSIBILITIES:**

This role may oversee related seasonal positions and volunteers. May be required to fill in for a Zone foreman in their absence.

### **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. Ability to understand and follow project plans.

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

Ability to operate various hand tools, power tools, small machines, chainsaws, motor vehicles and other power equipment as required.

### **ADDITIONAL INFORMATION:**

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.

#### **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 or in the maintenance facility.

#### **POTENTIAL HAZARDS:**

The employee may be exposed to chemicals related to painting, landscaping, maintenance, and concrete work and cleaning. The employee may be exposed to adverse weather conditions and environmental hazards, operations of production tools and vehicle operations and hazards associated with electrical work and enclosed spaces.

#### **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; to follow the 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. 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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