



# GEAUGA PARK DISTRICT

## *Position Description*

### **POSITION TITLE: *SEASONAL MAINTENANCE***

<u>Division:</u>	Planning & Operations
<u>Department:</u>	Grounds & Facilities
<u>Supervisor:</u>	Maintenance Foreman
<u>FLSA Status:</u>	Non-Exempt
<u>Employment Status:</u>	Full-Time Seasonal At-Will Employment

#### **SUMMARY:**

An employee in this position will assist the Grounds & Facilities Department with tasks and goals associated with department and agency productivity.

#### **DESCRIPTION:**

Perform a variety of maintenance tasks including mowing & trimming, cleaning of park facilities & restrooms, splitting & hauling of firewood, painting of park facilities & signs, dispose of trash. Post public use permits and notices of various kinds. Set up for park programs and exhibits. Operate and perform basic maintenance on park equipment including trucks & trailers, mowers, and tractors. Assist with construction projects.

Should be able to work under adverse conditions following an irregular schedule, including weekends and holidays. Work may require heavy physical exertion. Ability to interact with fellow employees and the public with tact and diplomacy. Possess an appreciation and support of the Geauga Park District philosophy to preserve, conserve and protect the natural features of Geauga County.

#### **QUALIFICATIONS:**

Must be 18 years of age. Some experience in general maintenance and construction work helpful. Ability to operate various power tools, mowers, tractors and trucks. Must possess a valid Ohio Driver's License and a good driving record.

#### **REQUIRED TRAINING:**

All Geauga County Park District employees may 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, 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. Must be able to perform heavy physical labor. Required to be able to work independently and as a team member of a work crew.

#### **SUPERVISORY RESPONSIBILITIES:**

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

#### **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.***

In order to perform required physical duties of retrieving items/equipment/tools stored on shelves; and to carry, move or lift equipment, materials and other work related objects; as well as prepare exhibits and displays: 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 required to lift up to 25 pounds; and is required to be able to use close vision and adjust visual focus. Physical activities in Grounds & Facilities duties require the ability to lift up to 100 pounds, use and operate Park District vehicles and safely operate specialized equipment and tools.

**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, as well as an office environment.

**POTENTIAL HAZARDS:**

The employee may be exposed to chemicals routinely found in office environments, such as copier toner and correction fluid. May be exposed to herbicide and pesticide chemicals. May be exposed to hazards associated with 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; 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 matter 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: \_\_\_\_\_

***An Equal Opportunity Employer  
And Service Provider***