

Portage Park District

Position Description

POSITION TITLE: Maintenance Worker II

DEPARTMENT: Operations

SUPERVISOR: Operations Manager

FSLA STATUS: Non-Exempt

HOURS: Full-time, Part-time or Temporary

PAY RANGE: \$15.50 - \$24.50 / Hour

POSITION SUMMARY: This is a semi-skilled and skilled position within the Park District which performs in all areas of the operations department, including but not limited to: groundskeeping, equipment maintenance, mowing, trail trimming and maintenance, minor construction and repairs, painting, cleaning, landscaping, litter removal, herbicide application, and other duties necessary for the upkeep of the park and its facilities.

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

CERTIFICATES OR LICENSES:

- Possession of a valid Ohio drivers license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners.
Insurable/Bondable

EDUCATION TRAINING AND /OR EXPERIENCE

Any combination of training and experience that would indicate possession of the knowledge, skills, and abilities listed above. Must possess and maintain a valid Ohio motor vehicle operator's license with good record. Minimum high school diploma or equivalent. Satisfactory criminal background check. Minimum of three years experience in grounds maintenance, landscaping, building maintenance, and/or park-related maintenance.

ESSENTIAL JOB DUTIES

- Grounds keeping activities, such as litter and trash pickup, mowing, trimming, planting, snow removal, brush clearing, tree trimming and removal.
- Cleaning, maintenance and repair of restrooms, buildings, shelters, vehicles, equipment, and other maintenance activities.
- Assist in, and cooperate with other staff to complete construction and special projects as required.
- Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Interest in and support of the Portage Park District mission
- Knowledge and experience in building and grounds maintenance and repair practices, including safety procedures
- Knowledge and experience in the proper use and maintenance of appropriate vehicles, tools and equipment related to Park District development and operations, including: 4x4 pickup truck and trailer, tractor with front-end loader , chainsaws, mowers, pesticide sprayers, hand tools, power tools.

- Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals and other educational manuals and instructions.
- Ability to communicate clearly, concisely and effectively, both orally and in writing; take direction and follow instructions
- Basic math skills.
- Other: A pre-employment Background Check and Drug Test are required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to drive a car or truck, stand, sit, walk over rough terrain, cycle, use hands and fingers to handle, grasp, feel, type, reach with hands and arms, climb and balance. The employee is required to stoop, kneel, crouch, crawl and lift 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the regular duties of this job, the employee works in a natural park environment with exposure to a broad range of outside weather conditions including wet, windy and/or humid conditions and temperatures below 32 degrees and above 100 degrees for periods of more than an hour.
- The employee is occasionally exposed to moving mechanical parts. The noise level in this position may at times be extreme. The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land. The employee may be exposed to various chemicals, oils and pesticides.
- Employee is frequently required to travel to parks throughout the District.
- Employee may have an irregular schedule if necessary and often may be required to work independently with little or no supervision, and as a team member or supervisor of a work crew.
- Employee must maintain a respectable appearance and be able to pleasantly and helpfully interact with the public as necessary.

The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein.

ACKNOWLEDGMENT

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

Employee

Date

Employee's Supervisor

Date