

Portage Park District

Position Description

POSITION TITLE: Seasonal Maintenance Worker I

DEPARTMENT: Operations

SUPERVISOR: Operations Manager

FLSA STATUS: Non-Exempt; Non-Civil Service; At-Will

HOURS: Full Time temporary 40 hours/week up to 1,000 hours/season

WAGE RANGE: \$9.00-13.00/Hr

POSITION SUMMARY: This is a semi-skilled position within the Park District which performs in all areas of the operations department, including groundskeeping, mowing, trail trimming and maintenance, minor construction and repairs, painting, cleaning, landscaping, litter removal, snow removal, herbicide application, and other duties necessary for the maintenance and safe use of parklands and facilities.

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

CERTIFICATES OR LICENSES:

- Possession of a valid Ohio driver 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.

EDUCATION, TRAINING AND/OR EXPERIENCE:

Any combination of training and experience that would indicate possession of the knowledge, skills, and abilities listed above. Minimum high school diploma or equivalent. Satisfactory criminal background check.

ESSENTIAL JOB DUTIES:

- Grounds keeping activities, such as litter and trash removal, mowing, trimming, planting, snow removal, trail improvement, brush clearing, tree trimming and removal.
- Maintenance, cleaning and repair of park property including restrooms, buildings, shelters, kiosks, vehicles, equipment, parking areas, etc.
- Assist in construction and special projects as required.
- Other duties as may be 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 and 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; required to be able to work independently with little supervision and as a team member 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