

**POSITION DESCRIPTION
COUNTY OF JOHNSON, INDIANA**

POSITION: Park Maintenance
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As assigned
JOB CATEGORY: PAT (Labor, Trades, Crafts)

DATE WRITTEN: April 1998
DATE REVISED: May 2018

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Park Maintenance for the Parks and Recreation Department, responsible for maintaining grounds and facilities.

DUTIES:

Makes daily security inspection of grounds/facilities prior to opening of public, checking for vandalism, equipment repair needs, and other problems. Schedules repairs, and reports unusual problems to Superintendent and/or Maintenance Supervisor.

Performs grounds maintenance, including mowing/trimming, removing weeds, raking/blowing leaves, trimming/removing trees and limbs, and removing snow/ice from walkways.

Cleans and maintains buildings and grounds, including removing litter, sweeping, cleaning/disinfecting bathrooms, replenishing supplies, emptying trash cans, painting, such as buildings, signs and picnic tables.

Maintains horse areas, including cleaning stalls and calling horse show contacts.

Greets park visitors and provides information and assistance.

Serves on 24-hour call for emergencies on rotation.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High School diploma or GED.

Must be 18 years of age.

Basic knowledge of and ability to make practical application of grounds maintenance and Department and OSHA safety policies and procedures.

Ability to safely and properly operate a variety of power equipment, hand and power tools, such as drills, pliers, wrenches, screw drivers, hole digger, grinder, air compressor, shovel, rake, mop, broom, sander, hedge trimmer, pruner, masonry trowel, dump truck, front-end loader, bush hog, floor stripper/buffer, hammer, chain and circular saws and mowers/tractors.

Ability to provide public access to or to maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to effectively communicate and in writing with co-workers, other County departments, and park patrons, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations as needed.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs simple, repetitive duties according to specific instructions and guidelines, with priorities determined with supervisor. Incumbent's work requires some care and skill to prevent damage to tools.

Incumbent reports directly to Park Maintenance Supervisor.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting for long periods, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, close and far vision, reaching, bending at waist, climbing ladders and handling/grasping objects.

IV. WORKING CONDITIONS:

Incumbent performs duties inside and outside park facilities, involving exposure to normal hazards associated with driving, adverse weather conditions, power tools, cleaning chemicals and working on ladders, for which safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, weekend and/or evening hours, and occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Park Maintenance for the Johnson County Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

