

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Seasonal Park Maintenance- Shelter House,**  
**Campground, Amenities, and Community Events**

**POSITION CONTROL NUMBER: PRX615**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Performs manual work including maintenance, repairs and improvements of shelter houses, campground and amenities located primarily at Lake Shawnee and Gage Park, but will include other locations throughout Shawnee County Parks and Recreation system. Other responsibilities will include setting up for community events and assisting other departments as needed. Performs other duties as required. This position is supervised by a Park Maintenance Technician.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

**WORK PERFORMED.**

**80% General Maintenance.** Duties include but are not limited to basic facility and grounds maintenance, cleaning, event set up, and general construction projects.

**10% Customer Service.** Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals.

**5% Clean Up And Collect Litter.** Monitors litter and removes it as needed. Cleans up following completion of tasks.

**5% Other Duties as Assigned.**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- General construction procedures including basic building, repair, and carpentry work.
- Preventative maintenance techniques.
- Microsoft Office
- Google Chrome

## Shawnee County Position Description

### Intermittent Park Maintenance- Shelter House, Campground, Amenities, and Community Events Maintenance (PRX615)

#### Ability to:

- Operate various tools and equipment.
- Read manuals, safety guides and instructions.
- Adhere to safety rules, procedures, and processes.
- Establish and maintain effective working relationships with other employees and the public.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.

#### Skill in:

- The use of tools for maintenance and repair work.
- Basic repair of facilities buildings and components.

## PHYSICAL REQUIREMENTS

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling	X				Bending			X		High Elevation		X		
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery			X	
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.	X				Twisting		X			Cramped Body Position		X		
Pushing/Pulling	X				Squatting		X			Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards		X		
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces		X		
<b>VOICE</b>					Climbing		X			Moving Objects			X	
Talking				X	Jumping		X			In High Volume Traffic		X		
<b>EARS</b>					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.		X			Temperature and Humidity			X	

## EQUIPMENT USED

Hand Tools  
Power Tools  
Chain Saw

Jack Hammer  
Weed Eater  
Lawn Mower

Laptop/Desktop Computer  
Tablet Computer

## **Shawnee County Position Description**

### **Intermittent Park Maintenance- Shelter House, Campground, Amenities, and Community Events Maintenance (PRX615)**

#### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED Certificate.
- Eighteen (18) years of age.
- Previous construction or maintenance experience is preferred but not mandatory.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
  - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

#### **SPECIAL REQUIREMENTS**

- Required to lift fifty (50) pounds.
- May be required to work weekends/holidays.
- Required to pass a pre-employment physical and drug screen and review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

**Shawnee County Position Description****Intermittent Park Maintenance- Shelter House, Campground, Amenities, and Community Events Maintenance (PRX615)**

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 9/19

Revision History: 05/25