

SHAWNEE COUNTY, KANSAS
Position Description
Park Maintenance Worker- Old Prairie Town Custodian
(Part-Time with Retirement Only)

POSITION CONTROL NUMBER:

FLSA STATUS: **N**

POSITION DESCRIPTION

Under direct supervision, this position maintains attractive, sanitary, safe facilities for patrons, participants, and staff while meeting the department maintenance standards. Assists with equipment set up for programs and events. Work schedule includes evenings and weekends to be available during rentals, events, and weddings. Communicates with Recreation Supervisor concerning supply inventory and reports necessary repairs. Custodial services cover multiple buildings with both interior and exterior spaces. Performs seasonal snow removal. Performs other duties as required. This position is supervised by the Recreation Supervisor.

WORK PERFORMED

90% Daily Operations.

- Follows schedule of cleaning duties that may include, but not limited to the following:
- Unlocking and locking of buildings and restrooms.
- Floors removed of trash, swept, vacuumed, and wet mopped.
- Cleans and sanitizes interior counters, tables, chairs, cabinets, sinks, vent hoods, appliances.
- Restrooms cleaned, sanitized, and stocked, including toilets/urinals cleaned and scrubbed.
- Dusts and cleans ceiling fans, vent covers, window sills/frames, light covers, furnishings, and wall hangings.
- Cleans marks and blemishes on walls, floors and doors.
- Clean windows, mirrors, door viewing panes, and handles.
- Empties and cleans trash cans, replace bags, and dispose of trash in outside dumpsters.
- Cleans interior walls and baseboards. Removes staples, tape, glue and other decorations.
- Clean benches, picnic tables, grills, fireplaces and stock wood. Pickups trash and debris surrounding facilities and remove cobwebs and insect nests.
- Use powerwasher to clean exterior facilities and bathrooms.
- Uses blower to remove leaves, grass clippings, and snow when applicable. Keeps vehicles clean, fueled and stocked.
- Keeps office, break rooms, pipe chases, and supply and storage closets clean and organized.

5% Customer Service. Provides excellent customer service in interactions with other employees, patrons, and the public.

5% Other Duties as Assigned.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Cleaning products
- Cleaning equipment such as mop, broom, dust brooms, vacuum cleaner.
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.
- Preventative maintenance techniques.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Work both independently and under close supervision.
- Communicate and interact with facility/park patrons.
- The use of basic tools for maintenance and repair work.
- Make simple arithmetical calculations for cleaning product use.
- 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 basic tools for maintenance and repair work.

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
HANDS					BODY/TRUNK					OTHER				
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		
ARMS					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		LEGS/FEET					Electrical Hazards		X		
EYES					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		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.		X			Temperature and Humidity		X		

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EQUIPMENT USED

Office Equipment	Cleaning Equipment	Leaf Blower
Tablet Computer	Vacuum Cleaner	Power Washer
Hand Tools	Snow Removal Equipment	County Vehicle
Mops/Brooms	Spreader	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Eighteen (18) years of age.
- Valid Driver's License and able to operate a County-owned vehicle (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.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents 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.
- Must be available to work a wide range of schedules, including evenings and weekends.
- Required to pass a pre-employment physical and drug screen and review of driving record.

This position is a Classified, Non-Exempt permanent Part-Time Position with Retirement. It is a permanent position requiring between 988 hours and 1,559.99 hours of work per year on a regular basis. A Part-Time Position with Retirement is eligible for benefits, except for medical and life insurance.

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.

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

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 8/22

Revision History: 10/24