

SHAWNEE COUNTY, KANSAS
Position Description
Park Maintenance Worker

FLSA Status

Position Control Numbers: PR1044; PR1049; PR1053; PR1073A; PR1091; PR1092;
PR1094; PR1095; PR1133; PR1142

N

POSITION DESCRIPTION

Under general supervision, this position provides maintenance and care of the park system and County facilities. Day-to-day and seasonal tasks may differ greatly. Performs other duties as assigned. This position is supervised by a Park Supervisor.

WORK PERFORMED

- 40% Maintenance (Mechanical/Plumbing/Electrical/Turf/Tree).** Maintenance may include but not limited to: water pumps, fountains, sinks, toilets, irrigation systems, playgrounds, ditches, docks, picnic tables, cleaning shelters, laying sod, mows, prunes, plants and other building tasks like painting, setting-up furniture etc. Preventative maintenance to keep conditions safe and in working order.
- 20% Construction.** Constructs new landscapes, trails, sidewalks, shelters, drainage projects and repairs and rebuilds systems as needed. Uses a wide variety of materials and construction techniques. Maintains the infrastructure as necessary to keep conditions safe and in good working order.
- 20% Operates Equipment.** Operates equipment that may include: stump cutter, tractors and implements, dump trucks, compressors, jack hammers, welders, torch, mowers, weed eaters, chainsaws and other equipment as required.
- 10% Clean-Up and Litter.** Monitors litter and removes it on a regular basis. Clean-up following completion of tasks. Snow Removal.
- 10% Record Keeping.** Responsible for record keeping in Cartegraph relative to specifics of any work performed.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General construction procedures including electrical, plumbing, masonry and carpentry work.
- Preventative maintenance techniques.
- The care and maintenance of trees, shrubs, flowers, plants and grass.

Ability to:

- Recognize and correct deficiencies in facility structure and equipment
- Operate motorized vehicles including lawnmowers, boats, backhoes, dump trucks and other powered equipment.
- Recognize signs of unhealthy plants and grasses.
- Understand and carry out written and verbal instructions.
- Work both independently and under close supervision.
- Read manuals, safety guides and instructions.
- Communicate effectively, both orally and in writing, using the English language.
- Communicate and interact with facility/park patrons.

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Skill in:

- The use of basic math to calculate mixes and measurements (including length, time, area and other geometrical formulas).
- The use of tools for maintenance and repair work
- Repair of mechanical and electrical building components
- Troubleshooting building system failures.

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	

EQUIPMENT USED

Office Equipment	Jack Hammers	Weed Eaters	Boom/Dump/Trash Trucks
Backhoe	Torch	Hand Tools	Tractors and Implements
Skid Loader	Welders	Compressors	Snow Removal Equipment
Stump Cutter	Mowers	Power Tools	Rototiller
Track Loader	Chainsaws		

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Eighteen (18) years of age.

One (1) year experience in park maintenance, construction or agriculture, including some building trade experience **OR** one (1) season working in a Public Parks and Recreation Program. Vocational training from an accredited vocational school or college classes from an accredited college or university in a closely related field may be substituted for the required experience.

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SPECIAL REQUIREMENTS

Required to lift fifty (50) pounds.

May be required to work weekends.

Required to pass a pre-employment physical and drug screen and review of driving record.

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.

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.

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: 03/05
Revision History: 6/19