

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Park Maintenance Technician – Facilities**

**POSITION CONTROL NUMBER: PR1048B**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position performs maintenance and repair tasks in a variety of settings within the park system. This position will inspect various parks and recreation facilities to ensure maintenance standards are being met. Technician will be responsible for record keeping in Cartegraph relative to specifics of any work performed. Day-to-day and seasonal tasks may differ. Perform other duties as assigned. This position is supervised by the Park Supervisor (Facilities).

**WORK PERFORMED**

- 50% Craft Skills.** Plumbing-new and repair. Electrical-new and repair. Carpentry-drywall, doors and windows, cabinets, counter tops and shelving. Roofing repairs. Lock repair and installation. Install and repair floor coverings and vinyl baseboards. Appliance installation and repair.
  
- 30% Maintenance.** Lighting, painting of facilities, inspecting facilities and meeting with contractors. Ensure department maintenance standards are met. Will oversee and instruct seasonal employees and contractor's work.
  
- 10% Operates Equipment.** Operates backhoe, skid loader, tractors and implements, compressors, jack hammers, welders, torch, mowers, weed eaters, chainsaws and other equipment as required.
  
- 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.

**Ability to:**

- Recognize and correct deficiencies in facility structure and equipment
- Operate motorized vehicles including lawnmowers, tractors, backhoes, dump trucks and other powered equipment.
- 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.

**Skill in:**

- The use of basic math to calculate mixes and measurements (including length, time, area and other geometrical/chemical formulas).

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- 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
<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	X			Around Moving Machinery			X	
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	X
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes			X	X
Lifting-50 lbs.	X	X			Twisting			X		Cramped Body Position	X			
Pushing/Pulling			X		Squatting	X				Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X	X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X	X		
<b>EYES</b>					Walking			X		Slippery Surfaces	X	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	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		X		Temperature and Humidity			X	X

**EQUIPMENT USED**

Office Equipment	Jack Hammers	Chainsaws	Power Tools
Backhoe	Torch	Weed Eaters	Tractors and Implements
Skid Loader	Welders	Hand Tools	Snow Removal Equipment
Track Loader	Mowers	Compressors	

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Eighteen (18) years of age.

Three (3) years experience in park maintenance, construction or agriculture, including some building trade experience **OR** two (2) years working in a Public works and or Parks and Recreation. 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.

Valid Kansas Driver’s License and able to operate a County-owned vehicle (HR-2013-2).

Driving record shall have no misdemeanor or felony convictions for traffic or vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc) on their driving record that are less than five (5) years

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old at the time the County-owned vehicle is being operated by the employee; have no more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old at the time the County-owned vehicle is being operated by the employee;

**SPECIAL REQUIREMENTS**

Pass a pre-employment physical/drug screen and a review of driving record.

Required to lift fifty (50) pounds.

Required to work some weekends.

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: 06/17

Revised: 05/21