

SANDUSKY COUNTY PARK DISTRICT POSITION DESCRIPTION

POSITION:

Park Worker

CLASSIFICATION:

Full-time Non-Exempt

WORK SCHEDULE:

Generally 7:30 AM - 4:00 PM Monday-Friday
Weekends, holidays, evenings and additional hours as required

REPORTS TO:

Operations Supervisor

WORK LOCATION:

White Star Park Operations Center

QUALIFICATIONS:

An example of acceptable qualifications:

Completion of secondary education supplemented with relevant work experience. Assists the Operations Supervisor and Crew Leader in maintaining and operating Park District facilities and in capital improvement projects. Assists Land Steward with natural resource management projects. Assists the Program/Promotion Department as needed, supervises staff as assigned, and other duties as may be assigned. Experience and/or certifiable training in carpentry, electrical, masonry, heavy equipment operation, or other skilled trade or any combination of the above that demonstrates the possession of the skills, knowledge and abilities necessary to complete the duties listed above.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio vehicle operator's license with an acceptable driving record.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all-inclusive

Light truck with snow plow, pulling trailers; tractor; lawn mower; computer; chain saw; skid steer; power tools; hand tools and all specialized equipment associated with the construction field.

ESSENTIAL FUNCTIONS OF THE POSITION:

90% Performs skilled and unskilled labor on facilities, construction projects, capital projects and all other maintenance related projects; assists with maintenance repair projects including plumbing, electrical, carpentry, and masonry projects; assists with vehicle maintenance and assists with logs and records regarding vehicle maintenance, projects, and equipment; cleans facilities; operates light motorized equipment related to year round grounds keeping (e.g., tractor, cars, trucks lawn mowers and plows, etc.); operates specialized equipment related to land management (e.g., mowing, burning, plowing, seeding, cutting, clearing, excavation, etc.); assists with implementation of land management practices; helps with programs and events and assists the public as required;

- 5% Assists with preparing estimates on labor and materials for projects; procures services, equipment, and supplies;
- 5% Attends trainings and conferences; networks with other departments; initiates or suggests plans to motivate workers to achieve goals; organizes equipment, tools, and supplies.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Basic Knowledge in any or all of the following:

Plumbing; electrical work; carpentry; welding; forestry; masonry; heavy equipment operation

Skill in:

Following instructions, working independently, working with a team

Ability to:

Interpret a variety of instructions in written, oral, picture, or schedule form; add subtract, multiply and divide whole numbers; understand manuals and verbal instructions technical in nature; develop effective working relationships; train or instruct other; work as a team; communicate effectively; maintain records according to established procedures; effectively use Microsoft Word, Excel, basic internet and email.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

- Periodic- Exposure to severe weather; exposure to construction hazards; exposure to heavy equipment; exposure to extreme heat and fire; exposure to life threatening situations; exposure to blood, bodily fluids and tissue; exposure to fumes; attends functions or performs duties outside normal working hours.
- Frequent- Exposure to traffic; exposure to loud noise; exposure to irritating chemicals; exposure to hazardous chemicals; exposure to dust; exposure to electrical hazards; exposure to hazardous driving conditions.
- Constant- Travels to and gains access to work site; weekend and evening work may be required to assist with events and respond to after-hour emergencies.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)