

JOB DESCRIPTION

Park Maintenance

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| 1. LIFT Community Action Agency, Inc. | 2. Program: State Parks |
| 3. Reports To: Park Manager | 4. Title: Park Maintenance |
| 5. Grade: Four | 6. Date: October 2021 |
| 7. Approved By: Rebecca Reynolds,
Executive Director  | 8. Status: Non-Exempt |

JOB SUMMARY:

The Park Maintenance position is responsible for moderately complex maintenance and repair duties. This position performs grounds, facility, and equipment maintenance. This position performs additional duties as signed that may include but not limited to; general maintenance and repair, custodial duties, and customer service, and enforcement of park rules and regulations. This position required working outdoors, sometimes in inclement weather. This is a Safety Sensitive Position.

DUTIES AND RESPONSIBILITIES:

1. Responsible for trash collection in the park.
2. Responsible for lawn maintenance in the park.
3. Participates in servicing, upkeep and report of park equipment; tractors, mowers, weed eaters, chain saws, welding machine, etc.
4. Drives park vehicles to transport materials, trash and equipment.
5. Drives tractor with associated equipment; bucket, box blade, brush log, lawn mowers, etc.
6. Makes minor mechanical repairs and keeps vehicles clean in good working order.
7. Provides park visitor service. Assist Park Manager in collecting fees from park visitors, inspecting and cleaning cabins and bath houses.
8. Act as backup in the absence of the Park Manager.
9. Become familiar with State Park rules and regulations and maintain compliance with these rules in the park.
10. Must be willing to work in environments involving pollen, dust, insecticides, cleaning materials, equipment operations, noise, heights, rugged terrain heavy vegetation, insect hazards, fuels, lubricants, and other potentially hazardous materials using appropriate safety procedures and equipment.
11. Such other duties as assigned.
12. This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Park Maintenance employee reports directly to the Park Manager and supervises no other employees.

QUALIFICATIONS:

1. High School Diploma or GED or equivalent education and experience.
2. Three (3) years facility, equipment or grounds maintenance experience.
3. Knowledge of general maintenance techniques.
4. Knowledge of general custodial duties.
5. Knowledge of welding techniques.
6. Skills in carpentry, electrical, plumbing, equipment/vehicle repair, skill in using hand tools and mechanical equipment.
7. Ability to follow oral and written instructions.
8. Ability to work effectively and courteously with the public.
9. Ability to detect and respond to abnormal or emergency conditions; weather, power outages, etc.
10. Ability to perform duties in a safe manner.
11. Must be able to perform manual labor including lifting/carrying, and climbing ladders.
12. Must be able to lift 25-50 pounds.
13. Other duties as may be assigned.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Frequent walking, considerable standing, climbing, moving, stooping, crouching, crawling, sitting bending, kneeling, and reaching; heavy lifting and carrying, attendance in meeting.
2. Use hands to find, handle or feel objects, tools or controls; reach with hands and arms; climb and balance; stoop, kneel, crouch or crawl; talk or hear.
3. Possible exposure to hot and cold temperatures, excessive noises, fumes and toxic chemicals.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.
5. Regularly required to talk and hear.
6. Frequently must be able to lift and/or move items weighing 25-50 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)

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