

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Parks & Recreation Maintenance Worker
Department:	Parks and Recreation Department
Reports To:	Facilities and Fleet Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Part-Time
Pay Grade:	A

SUMMARY:

The Parks & Recreation Maintenance Worker is responsible for the routine maintenance and repair of the Campbell County park grounds and recreational areas.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Performs basic maintenance such as planting and pruning trees, flowers and shrubs; raking leaves; picking up litter; and cleaning buildings, facilities, restrooms, fields and walkways;
- May be assigned to supervise a crew of 3-4 inmates on a work release program that includes picking up the crew each day from the Detention Center, transporting them to multiple jobsites, supervising them in accordance with the Detention Center’s work release rules and regulations, assisting them with tasks, and returning them to the Detention Center at the end of each day.
- Travels to various worksites as assigned and performs detailed maintenance of all landscaping of County owned facilities and parks;
- When assigned to work weekends and/or special events, cleans restrooms and removes trash and debris from County-owned facilities, parks and AJ Jolly Golf Course.
- Operates various types of automotive machinery and equipment including trucks, tractors, and mowers, loaders and weed eaters;
- Waters, mows, trims weeds, renovates, and fertilizes lawn and other greenspaces; Performs basic maintenance tasks such as painting, roofing, and repairs of County facilities and grounds;
- Assists in the performance of plumbing related activities including the laying of pipes, repairing of leaks, and digging of ditches;
- Applies herbicides, fungicides and pesticides safely;
- Maintains records of fertilizers and chemicals used;
- Assists in the routine maintenance of equipment; and
- Assumes duties/responsibilities of coworkers and performs other duties as required

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of procedures and techniques necessary to perform grounds keeping activities;
- Must be comfortable supervising inmates with proper training;
- Ability to perform basic maintenance tasks, such as painting, planting, landscaping and repairs;
- Knowledge of and ability to operate a variety of construction and maintenance equipment;
- Considerable knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties;
- Ability to supervise inmates on a work release program with proper training and in accordance with the Detention Center’s work release rules and regulations;
- Excellent interpersonal skills and ability to deal effectively with employees, officials, and the general public;
- Ability to work flexible schedule including weekends, evenings and holidays;
- Ability to perform heavy manual labor for extended periods of time under less than favorable weather conditions;

- Ability to understand and follow oral and written instructions; and
- Ability to meet the physical demands of the job which include, but are not limited to, sitting, walking, standing, reaching, stooping, kneeling, crouching or crawling, climbing or balancing, and the ability to lift and/or move objects that weigh up to 50 pounds.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and one (1) year of facility and grounds maintenance experience, and/or equivalent combinations of education or experience.

NECESSARY SPECIAL REQUIREMENTS:

- Must be at least 18 years of age;
- Possession of a valid Driver’s License; and
- Must have reliable transportation to arrive on time, and willingness to work a flexible schedule including weekends, evenings and holidays.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date

Supervisor Signature

Date