

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Park Maintenance Lead
Department:	Facilities and Fleet Department
Reports To:	Facilities and Fleet Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full Time – 80 hours bi-weekly
Pay Grade:	4

SUMMARY

The Park Maintenance Lead is responsible for assigning day to day grounds and property maintenance tasks to Parks and Recreation Workers and Park Technicians assigned to AJ Jolly Park, and performing general repairs and property maintenance including but not limited to electrical, plumbing, mechanical and other related building systems and equipment as part of the Facilities and Fleet staff.

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

- Inspects AJ Jolly Park and associated facilities on a routine basis to ensure proper care and maintenance and assigns daily tasks to Parks and Recreation Workers and Park Technicians;
- Enters work tickets into the electronic maintenance ticket system and assigns and completes work tickets as needed;
- Enters equipment maintenance records into electronic system to assist with tracking use hours and preventative maintenance;
- Performs grounds and park maintenance work requiring specific skills, such as trimming trees, mowing, weeding, maintaining irrigation systems, and selecting and applying insecticides, herbicides and fertilizers;
- Performs various general building maintenance functions including but not limited to installing, inspecting, repairing and maintaining electrical, plumbing, mechanical and other related building systems, and painting buildings and equipment;
- Operates various types of machinery and mowing equipment (i.e. scattrack/bobcat, lift truck with single bucket, backhoe, trucks, tractors, lawnmower, weed eater and snowplow);
- Performs installation and repair tasks using various hand, electrical and power tools;
- Repairs and monitors electrical systems;
- Performs on-going and preventative maintenance and repair of facilities, equipment, and grounds;
- Performs various minor repairs and cleaning of tools, equipment and vehicles;
- Performs various cleanup, janitorial and maintenance tasks as needed, including but not limited to mopping, sweeping, stocking, shoveling and salting sidewalks, mowing and spraying of grass;
- Responds to after-hours emergency maintenance requests at AJ Jolly Park and requests for services at special events;
- Serves as weekend back-up to Park Technicians as needed during the park season;
- Assists with projects at other Campbell County facilities as assigned by supervisor;
- Interacts with the public in a professional and courteous manner; and
- Assumes duties/responsibilities of coworkers and performs other duties as required.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to understand and prioritize work plans to complete assignments with quality work and in a timely manner;
- Ability to work independently to troubleshoot and address service calls.

- Knowledge of building maintenance procedures and techniques including electrical, plumbing, carpentry, heating and cooling (HVAC), masonry, sheet metal, plastering and painting;
- Knowledge of and ability to properly and safely use hand tools, power tools and mowing equipment;
- Knowledge of local, state and federal codes to perform installation, maintenance and repair work which will meet code requirements;
- Ability to meet the physical demands of the job which include, but are not limited to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; walking, frequently lifting and/or move up to 50 pounds;
- Ability to work flexible schedule including weekends, evenings, holidays and special events;
- Ability to work in wet/or humid conditions, fumes or airborne particles, outside weather conditions; and
- Ability to meet and deal tactfully and courteously with the public and establish and maintain effective working relationship with other employees.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and two years facility and grounds maintenance experience; or equivalent combination of education and experience. Prior experience directing staff preferred.

NECESSARY SPECIAL REQUIREMENTS

- Possess a valid Driver’s license; and
- Willingness and ability to respond to after-hours building emergencies and to staff special events; on-call position.

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 _____