

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Park Technician
Department:	Facilities and Fleet Department
Reports To:	Facilities and Fleet Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full-Time
Pay Grade:	2

SUMMARY:

The Park Technician works under general supervision and is responsible for the routine maintenance, repair and cleaning of AJ Jolly Park grounds, recreational areas, campsites and all related onsite facilities. This is a full-time position that includes weekend shifts during the park and camping season.

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

- Performs basic maintenance such as planting and pruning trees, flowers and shrubs, raking leaves, fence/gate repair, processing of firewood, picking up litter, and cleaning buildings, picnic shelters, restrooms, sports fields, campsites, boat docks, yurts 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;
- Prepares campsites/yurts for campers during the season by retrieving the Arrival/Departure list from the Ranger station each day and checking the condition of sites and performing necessary cleaning/maintenance tasks;
- On assigned weekends/special events professionally cleans restrooms and removes trash and debris from all park areas such as restrooms, campsites, fire pits, picnic shelters, etc.;
- Operates various types of automotive machinery and equipment including trucks, tractors, and mowers, loaders and weed eaters;
- Waters, mows, trims weeds, renovates, and fertilizes lawns and other greenspaces; Performs basic maintenance tasks such as painting, roofing, gutter cleaning and general repairs of AJ Jolly Park 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 and cleaning of equipment such as lawn mowers, weed eaters, watercraft, bicycles, etc.; and
- Assumes duties/responsibilities of coworkers and performs duties at other county facilities and parks as required.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of procedures and techniques necessary to perform grounds keeping activities;
- 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. Previous facility and grounds maintenance experience preferred.

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