

# Erie MetroParks

Board of Park Commissioners

<b>Title</b>	Park Maintenance Technician		
<b>Position Type:</b>	Year-Round, Full-Time or Part-Time	Supervisory	
<b>Status:</b>	Performs all aspects of park grounds and building maintenance.		
<b>Reports To:</b>	Park Manager or as assigned	<b>Classification</b>	Non-Exempt
<b>Salary Range:</b>	\$18.00- \$26.00/hour, or commensurate with experience		
<b>Position Description</b>			
<p><b>Essential Functions and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Performs general labor for grounds and building maintenance; cleans, prunes, paints, waxes, polishes, picks up litter, etc.</li> <li>▪ Performs, works with, and, in the absence of or assignment by Park Manager, supervises other employee or volunteers assigned to perform general park maintenance and grounds keeping tasks.</li> <li>▪ Makes and maintains records of safety reviews, service, repairs and improvements to buildings, playground equipment and other permanent improvements to assigned park areas as instructed by supervisor.</li> <li>▪ Maintains records of schedules and performs maintenance on park vehicles, mowers and other maintenance equipment. Checks equipment for safety problems.</li> <li>▪ Performs minor repairs to park buildings and equipment. Prepares facilities and equipment for seasonal operations.</li> <li>▪ In absence of Park Manager, prepares general weekly maintenance schedule. Plans and arranges for equipment and materials needed in advance.</li> <li>▪ Applies pesticides and other land management chemicals as assigned. Responsible for proper storage and labeling of hazardous chemicals.</li> <li>▪ Assists with inventories of materials and equipment both annually and periodically to ensure efficient park operations.</li> <li>▪ Operates park maintenance and other motorized equipment, including but not limited to mowers, tractors and other small to medium size maintenance equipment; supervises and instructs other assigned operators to ensure safety and proper equipment use.</li> <li>▪ Uses saws, string trimmers, polishers, sanders and other small grounds and/or building maintenance equipment.</li> <li>▪ Assists with project management including building construction and remodeling, landscaping or natural resource tasks and other capital improvement projects as assigned.</li> <li>▪ Serves as an Erie MetroParks’ liaison to other community/civic organizations providing volunteer services to Erie MetroParks.</li> <li>▪ Explains MetroParks Rules, Regulations and Policies to the public. Provides information and, within organizational policies, assistance to park visitors.</li> </ul>			

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- Reports emergencies and safety, security, law enforcement and maintenance problems to supervisor(s) and other affected staff members in a timely manner.
- Ability to work evenings, weekends and holidays as assigned.
- Operates licensed vehicles as assigned.
- Possesses and regularly carries personal cell phone that can be used for work purposes.
- Maintains a professional, cooperative working relationship with other staff members.
- Meets and deals with the public in a professional, helpful and pleasant manner.
- Follows all policies and directives within the Erie MetroParks Employee Manual.
- Maintains confidentiality on sensitive issues and non-public records.
- Performs other duties as assigned.

### Qualifications:

- Associate's degree from an accredited college or university in natural resources, parks and recreation, an associated field or equivalent.
- Ability to work unsupervised, prioritize and initiate, and manage multiple tasks and projects simultaneously.
- At least two (2) years employment experience in a position involving similar maintenance duties.
- Prior experience and knowledge of the operation of grounds keeping, maintenance and small construction equipment.
- Working knowledge of building maintenance, general light construction, minor mechanical, electrical, plumbing and carpentry repair, and landscaping and grounds keeping.
- At the discretion of the Executive Director, possession of a valid Ohio Pesticide Applicator's License.
- A valid Ohio driver's license with an acceptable motor vehicle record allowing insurability by the park district's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter. Candidates for employment may not have more than 4 total points (or equivalent penalty) issued by a recognized licensing authority for driving-related violations on their driving record at the time of employment.
- Valid training in CPR, Standard First Aid, and Bloodborne Pathogens at the time of employment or within the introductory period and thereafter as instructed by 9.1.2.10 Safety Training in the Employee Guide.
- Available on a flexible schedule, including weekends and holidays.
- This is a full-time position. Days of work are flexible, Monday through Friday, between the hours of 7:00 am to 3:30 pm. Evening and weekend work will be required as job duties demand.
- Perform other duties as assigned.

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## **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.

While performing the duties of this job, the employee is constantly required to walk, handle, use hands to finger, feel, see and hear. The employee is frequently required to lift, push, pull, carry, taste/smell and talk. The employee is occasionally required to sit, bend, climb, and reach-vertically and horizontally.

Alternates to the above qualifications are acceptable as approved by the Executive Director.