

Position Description
Parks Maintenance Specialist

Full-Time, Permanent
FLSA Status: Non-Exempt

ESSENTIAL FUNCTIONS OF THE POSITION:

This position is responsible for assisting the Maintenance Supervisor in ensuring that park grounds, buildings, and facilities are properly maintained. Works under the supervision of the Village Administrator. This position is subject to emergency/non-emergency call-outs during evenings, weekends and holidays.

The following are examples of the job duties but do not include all the possible tasks to be performed:

Note: This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.

- Performs a variety of manual labor tasks on a regular basis, involving both indoor and outdoor locations.
- Performs a variety of grounds and landscape maintenance work including mowing grass, trimming and pruning trees and shrubs, planting and removing trees and shrubs, watering and fertilizing plants, edging, weeding, seeding, mulching, blowing leaves, gathering and removing fallen tree branches.
- Performs a variety of tasks for the maintenance and improvement of village buildings and facilities such as painting, cleaning and sanitizing restrooms and picnic shelter, unclogging toilets, cleaning floors, cleaning and unplugging drains, replacing light bulbs, painting, and performing rough carpentry.
- Inspects and maintains playground equipment, benches, picnic tables, bleachers, buildings, and other park features to ensure public safety.
- Collects and disposes of litter and debris, and maintains trash receptacles.
- Keeps the artificial playground turf at James Park clean, blows off leaves.
- Performs routine maintenance on lawn and power equipment.

- Assists with setting up and taking down equipment for various functions and events, and preparing facilities for use.
- Prepares the plumbing of public restrooms and drinking fountains for seasonal use, and winterizes the same before freezing weather.
- Assists with snow and ice control including plowing, shoveling, and spreading deicing agents.
- Installs and maintains signs.
- Assists with the seasonal leaf collection program.
- Loads and unloads topsoil, gravel, mulch, and asphalt mix from truck beds, set out barricades, direct traffic, paint and/or apply pavement markings.
- Operates a variety of power tools and equipment such as push mower, zero-turn mower, string grass trimmer, brush chipper, leaf blower, snow thrower, chainsaw, and other common hand and power tools.
- Operates pickup truck, dump truck, or similar equipment and vehicles.
- Follows Village's fiscal procedures for acquisition of equipment, materials and supplies.
- Attends trainings, seminars and workshops.
- Responds to emergency call-ins as needed. Provides and fulfills stand-by staffing needs responding to after-hours call-ins.
- Cooperates with other work units and employees of the Village organization to accomplish tasks and projects.
- Demonstrates a cooperative, service-oriented attitude toward members of the public. Answers inquiries and handles complaints from the public.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with others to provide quality seamless customer service.
- Reflects a positive image of the Village of Marblehead at all times.
- Performs other duties as assigned by the Village Administrator.

JOB SETTING:

The duties of this position will be performed indoors and outdoors. The employee may encounter any type of environmental conditions such as hot, cold, damp, wet, humid, dry, muddy, dusty, greasy, odorous, noisy, wind, rain, snow, sudden temperature changes, etc. Work can include heights and being on ladders. The employee is occasionally exposed to moving parts, fumes and airborne particles, toxic chemicals, and risk of electrical shock. The employee will be expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

PHYSICAL DEMANDS:

While performing duties of this position, the employee is regularly required to speak and hear. This position is very active and requires standing, walking, bending, crouching, stooping, climbing, crawling, kneeling, pulling, pushing, getting in and out of work vehicles. The employee must frequently lift and/or move items weighing over 50 pounds. Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

MINIMUM REQUIREMENTS:

Training and experience which provides the following knowledge, skills and abilities:

Knowledge of:

- The methods and procedures, equipment, tools and materials used in the maintenance of lands, buildings and facilities.
- Basic literacy and math.
- Workplace safety practices.
- Possession of Ohio Dept of Agriculture Commercial Pesticide Applicator's License (preferred but not required).

Skilled in:

- Operating tools and equipment relevant to this position.
- Performing routine and preventative maintenance and minor repairs on equipment and determining when and what kind of maintenance is needed.

Ability to:

- Read and write letters and numbers in English.
- Understand and follow oral and written instructions in the English language.
- Ability to use and apply basic written and mathematic skills.
- Identify alternative solutions or approaches to problems, and then use logic and reasoning to identify strengths and weaknesses of those alternatives.
- Visually detect and avoid obstructions while operating equipment.
- Use power equipment and hand tools needed to perform assigned tasks and responsibilities.

- Perform physically demanding tasks for extended periods, often in unfavorable weather conditions.
- Establish and maintain effective working relationships with others.
- Work independently with limited direction given.
- Apply problem solving skills and perform critical thinking.
- Work with and around chemicals or similar solutions using personal protective equipment.
- Discern when something is wrong or likely to go wrong.
- Apply general rules to specific problems to produce answers that make sense.
- See details at close range (within a few feet of the observer).
- Quickly and repeatedly adjust the controls of a machine to exact positions.
- Work cooperatively with other Village employees.
- Work safely without presenting a direct threat to self or others and comply with PERRP regulations.
- Make mathematical computations with reasonable speed and accuracy.
- Exercise independent judgement, and deal with many variables and determine specific action.
- Identify alternative solutions or approaches to problems, and then using logic and reasoning to identify strengths and weaknesses of those alternatives.
- Ability to use a personal computer and MS Office software (preferred).

NECESSARY SPECIAL REQUIREMENTS:

- Must be 18 years of age or older.
- Possess and maintain a valid Ohio driver's license and have a good driving record.
- Work evenings, weekends and holidays as needed.
- Mandatory on-call response for emergency situations determined by the village administrator or designee.
- Ability to meet the physical demands to successfully perform the functions of this position, under the range of environmental conditions as described and characterized above.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; motor vehicle record (MVR) check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.