

POSITION DESCRIPTION COUNTY OF LAPORTE, INDIANA

POSITION: Maintenance Technician
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M-F
JOB CATEGORY: LTC II (Labor, Trades, and Crafts)

DATE WRITTEN: April 2006

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Maintenance Technician for the LaPorte County Parks and Recreation Department, responsible for maintaining and repairing park facilities and grounds.

DUTIES:

Performs turf, plant, and landscape grounds maintenance functions, including refuse collection, seeding, mowing, trimming, spraying, and related tasks.

Performs grounds and building maintenance and repairs at all park sites including cleaning buildings, restrooms, floors, windows, and drinking fountains, collecting and removing refuse, mowing and trimming grass, maintaining trails, bark chipping, trimming brush, maintaining flower beds, and planting vegetation. Performs road and parking lot upkeep and maintenance, and removes snow from roads and trails.

Performs preventative maintenance on parks facilities, equipment, and grounds.

Operates a variety of park maintenance equipment such as mowers, tractors, trucks, sprayers, loaders, chain saws, chippers, and related grounds equipment.

Installs and maintains signs, boundary markers, and fences.

Performs minor repairs and maintenance on equipment such as snow blower, tractor/loader, various hand and power tools, and mowing equipment. Performs preventative maintenance including sharpening blades, greasing, oil and fluid changes, tune-ups, and cleaning of equipment of vehicles.

Assists in supervising seasonal work crews and volunteers, including providing training and corrective instruction.

Performs carpentry and construction work as necessary.

Responsible for park security when necessary.

Attends staff meetings.

Promotes and maintains positive public relations while on duty. Maintains knowledge of visitors concerns and complaints.

Provides assistance and support for special events and environmental education programming.

Occasionally performs duties on weekend and evenings.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED, with two (2) years of previous related experience in maintenance and construction.

Working knowledge of methods and techniques of construction trades and building and ground maintenance, including knowledge of carpentry, plumbing, electricity, concrete, and vehicle and equipment repair.

Practical knowledge of tools, machinery, and equipment and the proper application of various hazardous materials, including cleaning chemicals, fuels, fertilizers, and insecticides.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand and follow verbal and written instruction, and ability to effectively communicate orally and in writing with co-workers, other County departments, Parks and Recreation Board, community organizations, volunteers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to competently serve the public with diplomacy and respect.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to safely operate and maintain assigned equipment, tools, and vehicles, including mowers, tractors, trucks, sprayers, loaders, chain saws, chippers, and related grounds equipment.

Ability to physically perform assigned duties, including sitting/standing for long periods, sitting standing at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, close/far vision, color/depth perception, hearing sounds/communication, handling/grasping/fingering objects, and exposure to normal hazards associated with working outdoors.

Working knowledge of safety procedures related to working with vehicles, heavy equipment, tools, and required chemicals.

Ability to occasionally work extended, evening, and weekend hours, and travel out of town for training and meetings, sometimes overnight.

Possession of or ability to obtain/retain First Aid and CPR certifications.

Possession of a valid Indiana driver's license.

II. RESPONSIBILITY:

Incumbent assists in ensuring safe and effective operation of a wide variety of vehicles and equipment for the proper maintenance and repair of Park grounds and facilities.

Incumbent priorities are determined by supervisor and service needs of the public, with specialized instructions and clarifications given in regard to unusual or difficult assignments. Majority of work is reviewed in progress and upon completion to ensure proper adherence to instructions. Errors in work are primarily detected or prevented through supervisory review and instructions from supervisor. Significant care and skill is required in the operation of trucks and equipment to ensure safety of self and others and to protect County property.

Incumbent reports directly to the Maintenance and Construction Supervisor.

III. PHYSICAL EFFORT:

Moderate to strenuous physical effort is exerted by incumbent in the operation of equipment, including sitting/standing for long periods, sitting/standing at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs the majority of duties outdoors, in a shop setting, or operating equipment. Incumbent is frequently exposed to normal hazards associated with construction and maintenance duties performed outdoors, including noise, grease, dirt, dust, vehicle fumes, inadequate lighting, extreme temperatures, and inclement weather. Incumbent may occasionally work in confined areas and in high places such as when using ladders. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

Incumbent is required to occasionally work extended, evening, and weekend hours, and travel out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance Technician for the LaPorte County Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes No

Applicant/Employee Signature

Date

Type or Print Name