

# Maintenance

## Position Description

**Status**

Irregular Part-Time, Seasonal

**Compensation**

A12

**Bargaining Unit**

Non-bargaining

**Reports to**

Parks Manager

**Supervises**

none

**Position Category**

Generalist

**Summary**

Responsible for the maintenance of assigned County properties from the Parks Manager. Performs a variety of facility and equipment maintenance, grounds care, custodial work, and provides customer service.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintains the cleanliness and performs repairs, improvements, and maintenance of the grounds and facility structures (restrooms, pavilions, parking lots) and amenities (playgrounds and benches).
2. Provides grounds maintenance; mowing, weeding, trimming, and erosion control to parks and other assigned county properties.
3. Utilizes a variety of hand and power tools for maintenance work.
4. Operates and performs minor maintenance on trucks, tractors, mowers, or other mechanical equipment.
5. Inspect park grounds and facilities structures for safety, appearance, and vandalism; removes graffiti from park surfaces; reports any dangerous conditions to designated supervisor.
6. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner. Responds to customer questions and complaints.
7. Performs other such duties as may be assigned.

**Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

### **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

### **Work Environment**

This job operates in various outdoor settings where the employee will frequently be exposed to fumes or airborne particles; equipment where risk exists of getting burned, bruised, or scraped; operating park maintenance equipment; must enter lakes in early spring and late fall to install and inspect swimming buoys, boat launch facilities, and swimming areas for sink holes; exposure to poisonous plants.

### **Physical Demands**

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.

While performing the duties of this job, the employee must have the ability climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

### **Travel**

Travel is required throughout the County to the campgrounds and parks.

### **Required Education and Experience**

1. High School Diploma or equivalent (G.E.D.).
2. One (1) year experience working in building, custodial, lawn care, and equipment maintenance.
3. Prefer knowledge of horses and horse trails as well as the ability to troubleshoot small engines and perform routine maintenance.
4. Valid Michigan Driver's License.

### **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_