

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

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

DATE WRITTEN: January 2009
DATE REVISED: March 2020

STATUS: Full-time
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, skill, and/or ability required. LaGrange County 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 LaGrange County Parks and Recreation Department, responsible for performing general upkeep and maintenance of County parks, facilities and grounds.

DUTIES:

Maintains park buildings and grounds, including painting, mowing grass, trimming/cutting shrubs and trees, landscaping, spraying pesticides/herbicides, raking leaves, and removing trash and debris. Assists in maintaining safety in ice and snow, including snow removal.

Cleans and services rest rooms, including sweeping/mopping floors, cleaning toilets and urinals, removing trash and replacing trash bags, cleaning walls and ceilings, and restocking soap and paper products.

Maintains pavilions and rental lodges, including making minor repairs, sweeping floors, removing trash and replacing trash bags, wiping off tables/seats, and draining water lines prior to winter.

Routinely inspects parks and playground equipment for safety hazards, vandalism, and fallen trees, notifying supervisor of damage or repair requests as appropriate.

Supervises seasonal staff, including making work assignments, and providing training/corrective instruction as needed.

Regularly operates various trucks/equipment/tools in the performance of duties, including tractors, mowers, snow plow, weed eaters, hedgers, trimmers, chain/power saws, drills, hammers, wrenches, screw drivers, files, air compressor, air nozzle, pressure washer, belt sander, grinder, shovels, rakes, ladders, brooms, mops and other equipment/tools as needed.

Cleans and services Department trucks, tractors and equipment, including checking fluids and other preventive maintenance as needed.

Assists Maintenance/Construction Foreman and Director with development, construction and other projects as directed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED. Associate Degree in outdoor recreation management or related field preferred.

Must be at least 21 years of age.

Ability to meet all Department hiring requirements, including passage of a drug test.

Working knowledge of and ability to make practical application of Department policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of methods, practices, and materials used in grounds and facility maintenance, with ability to maintain park grounds and complete repairs on park facilities and equipment as needed.

Knowledge of safety precautions and practices applicable to working with a variety of pesticides, herbicides, and cleaning chemicals and ability to read and understand label directions for correct mixing and use of chemicals/supplies.

Knowledge of standard English grammar, spelling and punctuation, and ability to complete and maintain accurate records of maintenance/repair activity and safety and accident reports.

Ability to supervise seasonal staff, including making work assignments, and providing training/corrective instruction as needed.

Ability to properly operate various trucks/equipment/tools in the performance of duties, including tractors, mowers, snow plow, weed eaters, hedgers, trimmers, chain/power saws, drills, hammers, wrenches, screw drivers, files, air compressor, air nozzle, pressure washer, belt sander, grinder, shovels, rakes, ladders, brooms, mops and other equipment/tools as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

Ability to understand, memorize, retain, and carry out written or oral instructions and present finding in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often on several tasks at the same time.

Ability to read and interpret detailed prints, sketches, specifications, technical manuals, instruments, gauges and dials.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic additions/subtractions.

Ability to physically perform essential duties of the position, including driving, bending, reaching, crouching/kneeling, standing/walking for long periods, walking on uneven terrain, climbing ladders, pushing/pulling objects, moderate to heavy lifting, working in awkward or cramped positions, close/far vision, color/depth perception, hearing mechanical sounds and handling/grasping/fingering objects.

Ability to occasionally work extended hours, evenings and/or weekends, and occasionally travel out of town for training, occasionally overnight.

Ability to occasionally respond to emergency situations from an off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Possession of or willingness to obtain First-Aid and CPR certifications.

II. RESPONSIBILITY:

Incumbent performs specific park and building maintenance duties with priorities primarily determined by supervisor. Assignments are set jointly by incumbent and supervisor with some degree of flexibility in the job. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Incumbent refers concerns/unusual conditions to supervisor as needed, such as misuse of facilities or potentially dangerous equipment. Errors in work are primarily detected or prevented through procedural safeguards and notification from other staff or the public.

Incumbent reports directly to Park Maintenance/Construction Foreman.

III. PHYSICAL EFFORT:

Incumbent's duties often involve continuous physical exertion, such as bending, reaching, crouching/kneeling, standing/walking for long periods, walking on uneven terrain, climbing ladders, pushing/pulling objects, moderate to heavy lifting, working in awkward or cramped positions, close and far vision, color and depth perception, hearing mechanical sounds and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties outdoors and is frequently exposed to normal hazards associated with park maintenance, including machinery/equipment, excessive noise, toxic chemicals, dust, dirt, fumes, slippery surfaces, working in high places, extreme temperatures and wet/icy conditions. Incumbent may be required to wear protective clothing and/or equipment. In responding to emergency situations, incumbent may be exposed to downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended hours, evenings and/or weekends, and may travel out of town for training, occasionally overnight. Incumbent occasionally responds to emergency situations from an off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance Technician 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

Print or Type Name