



# BAKER COUNTY

## POSITION DESCRIPTION

### PARKS MAINTENANCE

<b>DEPARTMENT</b>	PARKS
<b>SALARY RANGE</b>	4
<b>BARGAINING UNIT</b>	BCEA
<b>FLSA</b>	Non-Exempt
<b>REVISION DATE</b>	2025
<b>PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:</b>	Job history, criminal history, driving history, personal & references.
<b>Signature &amp; Date:</b>	

### INTRODUCTION

This classification performs skilled work in custodial maintenance to Hewitt and Holcomb Parks' buildings, equipment, and grounds; performs basic corrective maintenance to Parks' buildings and mechanical equipment.

### EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples.)

1. Perform basic cleaning of Parks' buildings includes cleaning and disinfecting restrooms, toilets, sinks, and showers, clean and mop floors, power wash, dust, and clean building interiors and exteriors, keep restrooms supplied with paper products; collect and dispose of trash and recyclables indoors and outdoors; clean and maintain fish cleaning stations; dispose of fish carcasses.
2. Provide grounds maintenance to Parks' areas mow grass using large mowing equipment and trimmers , maintain landscaped areas including mechanical weed

- control; prune shrubbery and trees; irrigate and repair sprinkler systems; clean up trash, twigs, limbs, and camping garbage; clean fire pits, dispose of garbage, and maintain camping spaces as soon as they are vacant.
3. Perform basic corrective and preventative maintenance to restroom/shower and fish cleaning buildings and mechanical equipment; paint buildings and clean up graffiti as needed.
  4. Provide excellent customer service: courtesy and being polite is essential: must be able to communicate with park users to give directions, how to utilize services, and ticket violators when necessary.
  5. Safely operate machinery and equipment including, but not limited to, a tractor, boat, ATV, lawn mower, weed eater, power tools and other hand tools.

### **KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION**

Knowledge of: Considerable knowledge of cleaning methods, procedures, equipment, and supplies used in custodial maintenance in an institution or on a large scale; basic knowledge of building construction methods, practices equipment and materials as applied to corrective building maintenance; basic knowledge of grounds maintenance.

Skill in: Operation of power tools and equipment; use of appropriate cleaning products; performing minor repairs.

Ability to: Communicate effectively in oral and written forms; estimate time and materials for individual projects and manage time efficiently; make decisions independently in accordance with established policies and procedures; adjust to priority changes; establish and maintain records and reports; courteously meet and deal effectively with coworkers, campers, and the public to resolve problems, give and exchange information and provide required services.

### **EDUCATION & QUALIFICATIONS**

Minimum: High School Diploma or GED. One year progressively responsible work experience in custodial, building and grounds maintenance OR any satisfactory equivalent combination of experience and training.

Special Requirements: At time of appointment, must possess valid Oregon driver's license and maintain throughout the course of employment. Must obtain an Oregon Boating Certificate within three to six months of hire.

Preference: Must live within (15) minutes of Parks to respond to emergencies.

**SUPERVISORY CONTROLS OF THIS POSITION**

This classification works under the supervision of the Parks Coordinator. Recurring routine assignments are independently performed by employee. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to the employee's discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance to department policy and procedures.

**GUIDELINES**

Work is performed within departmental policy and procedures, building maintenance reference materials, horticultural reference materials and equipment manuals. Employee uses some judgment in determining appropriate guidelines and procedure, but then follows guidelines closely due to nature of repair work.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This work involves bending, climbing, common exposure to chemicals, crawling, voice conversation, kneeling, frequently lifting up to 60 pounds, operating hand and power equipment, pulling, pushing, reaching, shoveling, sitting, standing, and walking. Work is performed in an environment that involves everyday risks or discomforts and adverse weather conditions requiring safety. Be aware of poisonous snakes, spiders, scorpions and other wildlife.

**Frequency required to perform the duties**

Posture / Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting					X
Standing			X		
Walking			X		
Driving					X

**Frequency in an 8 hour day**

Never	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs				X	
11 to 20 lbs.				X	
21 to 50 lbs.				X	
51 to 75 lbs.			X		
>75 lbs.		X			
Carry					
< 11lbs				X	
11 to 20 lbs.				X	
21 to 50 lbs.				X	
51 to 75 lbs.			X		
>75 lbs.		X			
Push/ Pull					
< 11lbs				X	
11 to 20 lbs.				X	
21 to 50 lbs.				X	
51 to 75 lbs.				X	
>75 lbs.		X			

	Body Actions	Never	Rare	Occ.	Freq.	Cont.
	# of Hours	0	<.5	1-2.5	2.6-5	>5
	Bend				X	
	Twist				X	
	Crouch				X	
	Kneel				X	
	Crawl					
	Climb Stairs		X			
	Climb Ladder			X		
	Reach Forward				X	
	Reach Above Shoulder				X	
	Use of Arms				X	
	Use of Wrists				X	
	Use of Hands				X	
	Squeezing			X		
	Operate Foot Control				X	
	Other					
	Comments					