



BAKER COUNTY

POSITION DESCRIPTION

PARKS SEASONAL MAINTENANCE WORKER

DEPARTMENT	PARKS
SALARY RANGE	7
BARGAINING UNIT	SEASONAL
EXEMPT	NO
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, DRUG TEST
Signature & Date:	

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.

This is a 6-month position, April 1st to September 30th. This is a County employee position with no benefits included.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Perform basic cleaning of Parks' buildings that includes: clean and disinfect restrooms and showers, clean and mop floors, dust and clean building interiors, keep restroom supplied with paper products; collect and dispose of trash and recyclables indoors and outdoors; clean and maintain fish cleaning station; dispose of fish carcasses;

2. Provide grounds maintenance to Parks' areas; cut grass, maintain landscaped areas including weed control; prune shrubbery and trees; irrigate and repair sprinkler system; 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.

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; following pesticide labels.

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; with suppliers to procure materials.

QUALIFICATIONS

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

Preference: Prior parks' maintenance preferred.

Special Requirements: At time of appointment, must possess valid Oregon driver's license or the ability to obtain within 90 days of appointment and maintain throughout the course of employment.

SUPERVISORY CONTROLS OF THIS POSITION

This classification works under the general direction of Parks' Lead Maintenance. Recurring routine assignments are independently performed by employee on basis of past experience. 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, hearing alarms and voice conversation. kneeling, occasionally lifting up to 60 pounds, operating power equipment, pulling, pushing, reaching, shoveling, sitting, standing and walking. Work is performed in an environment that involves everyday risks or discomforts and sometime adverse weather conditions requiring safety.