

COLUMBIA COUNTY, OREGON
JOB DESCRIPTION: **PARK MAINTENANCE WORKER I**
DATE: 10/08/2011

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Forests, Parks & Recreation	CLASSIFICATION:	462
SUPERVISOR:	Asst. Public Works Director	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 697

GENERAL STATEMENT OF DUTIES: Perform semi-skilled and skilled duties in the maintenance and construction of County Park facilities and grounds. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform general park maintenance and construction duties in the repair and construction of buildings, tables, stoves, bridges, tools and equipment, boat ramps and docks, and other items requiring the use of hand and power tools, operation of backhoe, crawler, front end loader and other similar equipment.

Maintain developed grounds and trails including mowing and trimming turf areas, pruning trees, and trimming shrubs. Remove safety hazards related to grounds maintenance requiring the operation of chainsaws and related tools and equipment. Maintain park grounds in clean condition including the removal of trash and debris.

Clean and maintain restrooms in sanitary condition. Replenish restroom supplies as needed. Agitate material in holding tanks of composting toilets.

Perform minor plumbing and carpentry tasks in the maintenance of buildings and facilities.

Assign and oversee park maintenance work performed by temporary employees, park hosts, youth conservation corps, jail trustees, community service workers, and volunteers, as necessary.

Provide information to the public as required regarding facilities available, park rules and regulations, park flora and fauna, historical data and related information.

Patrol parks for detection of fires and protection of natural features, which may require the operation of motorized water craft.

Detect and report any unusual conditions, including major repairs.

Maintain tools and equipment in proper condition. Order materials, supplies and appliances for maintenance activities.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Very limited supervision of up to 1-2 temporary parks workers, 4-5 volunteer Parks Hosts and other volunteers. Supervision includes basic training, coordination and monitoring of work schedules, relaying and monitoring work projects and reporting performance issues to the Director.

SUPERVISION RECEIVED: Work under the general supervision of the Public Works Director who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent. One year of work experience relating to the care and maintenance of buildings and/or grounds. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess valid driver's license and be insurable under the County's liability insurance coverage. Must possess or have ability to acquire within six months certification to perform CPR/First Aid and a Boater Education Card from the Oregon State Marine Board.

SPECIAL NECESSARY QUALIFICATIONS: Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County and comply with the County's Fitness for Duty Policy.

KNOWLEDGE, SKILL AND ABILITY: General knowledge of the operation of maintenance/construction tools and equipment. Knowledge related to park rules, regulations, flora and fauna. Some knowledge of the care and repair of grounds and facilities and CPR/First Aid practices.

Ability to enforce park rules and regulations and ensure the safety and welfare of employees and park visitors. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an outdoor environment with exposure to all weather and terrain conditions. Operation of chainsaws, motorized water craft and other motorized vehicles may expose position to unusual hazards. Work requires frequent driving in all types of weather conditions over different terrains. The employee may be required to travel at night time or on weekends or in inclement weather to verify parks conditions. This position can require working on holidays, weekends and leave from work must be minimal during summer months.