

## BARNES COUNTY JOB DESCRIPTION

### Park Maintenance Worker Part Time Seasonal (Max. 380 hours)

#### SCOPE OF WORK:

Individual provides a series of duties required for the maintenance and repair of buildings and grounds provided by the Barnes County Park Board.

#### DUTIES PERFORMED:

- Handling minor carpentry and mechanical repair. Must be able to work independently and make responsible decisions.
- Maintaining park signs and markers. Mowing, collecting and hauling debris within all parks. Daily maintenance of park including, but not limited to restroom cleaning and litter control.
- Help make park ready for spring: put out picnic tables, garbage cans, clean restrooms, put out boat docks, hook up water, mowing and debris removal.
- Help make park ready for winter: put away picnic tables, garbage cans, clean restrooms, put docks away, unhook water lines, clean leaves and debris.
- Mowing grass, weed trimming, operating and servicing grounds maintenance equipment etc.
- Observe established safety practices and procedures in working with chemicals, fuels, materials and equipment commonly used by the Park Staff.
- Performs other duties as assigned by Barnes County Park Manager.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.
--

#### MINIMUM QUALIFICATIONS:

Requires a high school degree or equivalent. Knowledge in operating motorized equipment and power tools are necessary along with the ability to work independently.

Barnes County, at its discretion, may substitute work experience for education requirement. The amount and type of work experience that can be substituted will be defined at the time of employment.

#### DESIRABLE LEVEL OF KNOWLEDGE, SKILL AND ABILITY

Knowledge of the processes, procedures and methods needed to perform duties associated with park maintenance. Requires specialized knowledge, skills and abilities generally acquired and developed through experience and training. A degree of interpersonal skill is required to be able to communicate with others regarding the performance of duties and responsibilities.

SUPERVISION RECEIVED/EXERCISED:

This position is under direct supervision of the Park Manager, in the absence of the Park Manager will be under the supervision of the Assistant Park Manager as applicable.

EMPLOYMENT/BENEFITS:

- Park Maintenance Worker is a part-time seasonal position working 20 hours or less per week for 19 or less weeks.
- Park Maintenance Worker position shall be hourly with no sick leave, vacation or comp time benefits.
- Timesheets shall be submitted on the 9th of each month with a pay period being defined as going from the 9th of one month to the 8th of the next month. Time sheets are for accountability of time.
- Performance reviews will be conducted annually by the Park Manager and BC Parks Chairman and salary adjustment if any, shall be determined by the Park Board and recommended to the County Commission for approval.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position performs duties in mostly outdoor environment. This position works daytime and evening hours, weekday and weekends and on occasion may be required to work additional hours. This position must be flexible concerning working hours and duties and be able to work well with individuals regarding the use of common courtesy.

Maintenance worker must be able to lift, drag and pull at least 75 pounds. Other abilities required include stretching, reaching, bending, kneeling, sitting and the ability to climb ladders.

May include exposure to hazardous conditions and situations.

OTHER ASSIGNMENTS:

The Barnes County Park Board reserves the right to amend the functions assigned this position, whether temporarily or permanently, at any time as they determine in the best interest of their department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

**I have read the Job Description for the position of Park Maintenance Worker.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

I (Print Name) \_\_\_\_\_ as an employee of the Barnes County Park Board or Job Service temporary employee working for the Barnes County Park Board have received instruction in the safe use and operation of the Barnes County Park Board deck mowers and understand the requirement to wear seat belts and have the factory roll bar protection engaged while operating the mower.

Likewise, I have received training in the safe use, including the use of hand signals, and operation of the Parks Side By Side vehicle. I understand the requirements to wear seatbelts or have safety door nets engaged while operating or as a passenger in the Polaris 900 Side By Side.

Failure to use mower seatbelts and have the roll bar protection in use or use required Side by Side safety door nets or seatbelts may result in the termination of my employment.

Signature: \_\_\_\_\_

Dated this \_\_\_\_ day of (month) \_\_\_\_\_, 201\_\_\_\_.