

Mecosta County Park Commission
Job Description
SEASONAL MAINTENANCE WORKER

General Summary: Under the supervision of the Building & Grounds Manager or Park Manager, performs a variety of manual labor maintenance tasks requiring considerable effort. Workers perform unskilled to semi-skilled tasks to maintain grounds and facilities throughout the Mecosta County Park system in a safe and operational condition for use by the general public. This individual should be able to assist in and know another park position, such as Office Ranger, and must be willing to float between all the Mecosta County parks if necessary. The park employee should report any situations that might require attention (examples: speeding, noise, complaints, malfunctioning equipment, damaged or missing park property) to the Park Manager.

Conduct: Conduct, both inside and outside the park boundaries, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon the Mecosta County Park Commission. Employee is expected to remain professional at all times while interacting with patrons, management and co-workers.

Drug Free Workplace Policy: Acknowledgement and compliance with the County of Mecosta Drug Free Workplace Policy is a condition of employment. Passing of a pre-employment physical is a requirement of this position.

Hours of Work: Due to the nature of the job, employees will be expected to work weekends and holidays. Employee shall report to work on time and stay on duty for their entire scheduled shift but may be sent home during slow business periods or inclement weather. A standard work week consists of up to forty hours per week, five days a week, with two days off per week. Employee will leave and return on time when utilizing meal and break periods. Work schedules, days off, break periods, etc., will be determined by the Grounds Manager or Park Manager. Additional work hours may be required of the employee due to unusual circumstances (emergencies, employee absenteeism, exceptional park usage, etc.)

Minimum Entrance Requirements: Applicant must be at least 18 years of age. Applicant should be a self-motivator and demonstrate good communication skills.

Typical/Essential Duties:

- Mows and trims grass, trees, and shrubs using hand and power tools, hand and riding mowers; seeds and fertilizes grass areas; weeds garden areas.
- Rakes and hauls leaves using rakes and leaf blowers, moves dirt and rocks as instructed.
- Clears brush and dead trees and sets new trees as specified using ladders and chain saws.
- Cleans shelters, restrooms, and other parks and building facilities, replenishes supplies, makes minor repairs, and mops as necessary.
- Removes litter and debris from facilities and public areas and empties trash containers and fire pits using light trucking equipment.

- Delivers tables, benches, and chairs by truck to various park or facility areas and sets up in specific arrangements for the use of the general public or special groups of people. Provides additional trash barrels, grills and recreation equipment where needed.
- Assists in the construction, maintenance, repair, painting, and/or restoration of signs, footbridges, trails, parking barriers, picnic tables, grills, wooden equipment and structures, park and facility projects and equipment. Uses power tools such as skill and chain saws, drill and sprayers.
- Maintains equipment used for maintenance operations such as hand and power mowers, power tools, and provides minor maintenance to county motorized vehicles such as grease jobs, oil and filter changes, and minor parts replacement.
- Repairs, maintains, and constructs recreation and playground equipment.
- Weightlifting Limit: all employees be able to lift at least 35#.
- Must be able to direct activities of supplemental or volunteer laborers.
- Welding, carpentry, mechanical, plumbing and electrical experience.

The above statements are intended to describe the general nature and the level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list. This position also includes all jobs/duties assigned by park management or their superiors.

As a potential employee for the Mecosta County Park Commission, it shall be understood that the nature of this position may require you to temporarily work in another Mecosta County Park location or assist with other duties as needed.

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I also understand that I may be temporarily transferred to another park if it is deemed necessary by the Mecosta County Park Commission. Additionally, I understand that this is hourly at-will (and can be terminated with or without cause) position that may require more than a forty-hour workweek during the peak operating season in order to fulfill my responsibilities.

Signature: _____

Date: _____