

Summit Metro Parks

<u>TITLE:</u>	Maintenance Worker & Camp Ground Attendant
<u>STATUS OF EMPLOYMENT:</u>	Seasonal
<u>SALARY CLASSIFICATION:</u>	Hourly - Wage Schedule C, Starting \$10.00
<u>BENEFITS:</u>	Participation in the Ohio Public Employees Retirement System

GENERAL STATEMENT OF DUTIES:

To perform unskilled and semi-skilled duties necessary for the maintenance of park properties, areas, buildings, and facilities on a seasonal basis and to help with the construction of certain park improvement projects. To greet park patrons, sell merchandise, provide information, and assist park patrons.

SUPERVISION RECEIVED:

Reports to the Regional Manager, Operations Service Manager, Park Manager, Assistant Park Manager, Crew Leader, or other designated supervisor.

SUPERVISION EXERCISED:

May be called upon to oversee other seasonal employees.

DUTIES AND RESPONSIBILITIES:

1. Cuts grass, weeds and brush primarily using hand tools and mowers. Weeds and cultivates park grounds.
2. Cleans restrooms and buildings. Performs other related custodial duties.
3. Cleans culverts, ditches and other drainage facilities.
4. Grades and maintains trails, picnic areas and other facilities.
5. Assists in special events and activities sponsored by the Park District.
6. Participates in the safety and risk management programs of the Park District.
7. Performs other related duties as assigned by supervision.
8. Clean campsites by performing maintenance tasks including cleaning facilities, cleaning campsite, washing tables, cleaning out fire rings, disposing of ashes, picking up litter and reporting any damage to your supervisor.
9. Collects money for sale of merchandise. Accurately counts money and prepares deposits. Prepares summary reports and records attendance each day.

QUALIFICATIONS:

Age Requirement

Must be 18 years of age or older.

Education:

High school student, graduate of high School or GED equivalent preferred.

Experience:

Experience in lawn care, landscaping, painting and janitorial duties preferred. Experience in retail sales or public service preferred.

Knowledge and abilities:

- A. Ability to perform substantial physical labor, outdoors in all weather conditions.
- B. Ability to understand and follow simple oral and written instructions.
- C. Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, trust and consistency.
- D. Ability to deal courteously but firmly with the public
- E. Ability to handle money accurately.
- F. Customer Service skills; must present a neat and professional appearance.

Licenses:

Possession of a valid State of Ohio drivers' license with clear driving record required.

Physical Requirements:

- A. Physical condition adequate to perform all related duties and assignments.
- B. While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- C. While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces. The employee may be exposed to the body fluids of others while performing first aid/rescue procedures.

CONDITIONS OF CONTINUED EMPLOYMENT:

Must successfully complete a one (1) month probationary period.