

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

POSITION: Maintenance Technician
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M - F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: January 2009 **STATUS:** Seasonal
DATE REVISED: November 2022 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaGrange County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Maintenance Technician for the LaGrange County Parks and Recreation Department, responsible for performing general upkeep and maintenance of County parks, facilities and grounds.

DUTIES:

- Maintains park buildings and grounds, including painting, mowing grass, trimming/cutting shrubs and trees, landscaping, raking leaves, and removing trash and debris.
- Cleans and services rest rooms, including sweeping/mopping floors, cleaning toilets and urinals, removing trash and replacing trash bags, cleaning walls and ceilings, and restocking soap and paper products.
- Maintains pavilions and rental lodges, including making minor repairs, sweeping floors, removing trash and replacing trash bags, wiping off tables/seats, and any other necessary cleaning tasks as assigned.
- Regularly operates various trucks/equipment/tools in the performance of duties, including mowers, weed eaters, hedgers, trimmers, drills, hammers, wrenches, screw drivers, air compressor, air nozzle, pressure washer, shovels, rakes, ladders, brooms, mops and other equipment/tools as needed.
- Assists Maintenance Technicians, Superintendent and Director as directed.
- Performs related duties as assigned.

SKILLS AND KNOWLEDGE:

- Must be at least 16 years of age with proof of school enrollment, high school diploma, or high school equivalency.
- Ability to meet all Department hiring requirements, including passage of drug test.
- Working knowledge of and ability to make practical application of Department policies and procedures and applicable OSHA safety policies and procedures.
- Working knowledge of methods, practices, and materials used in grounds and facility maintenance, with ability to maintain park grounds and complete repairs on park facilities and equipment as needed.

- Knowledge of safety precautions and practices applicable to working with a variety of cleaning products and ability to read and understand label directions for correct mixing and use.
- Ability to properly operate various trucks/equipment/tools in the performance of duties, including mowers, weed eaters, hedgers, trimmers, drills, hammers, wrenches, screw drivers, air compressor, air nozzle, pressure washer, shovels, rakes, ladders, brooms, mops, and other equipment/tools as needed.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide access to or maintain confidentiality of department information and records according to state requirements.
- Ability to understand, memorize, retain, and carry out written or oral instructions.
- Ability to work alone with minimum supervision and with others in a team environment, often on several tasks at the same time.
- Ability to read and interpret specifications, technical manuals, instruments, gauges and dials. Ability to use shop mathematics.
- Ability to complete and maintain records of maintenance/repair activity.
- Ability to physically perform essential duties of the position, including driving, bending, reaching, crouching/kneeling, standing/walking for long periods, walking on uneven terrain, climbing ladders, pushing/pulling objects, moderate to heavy lifting, working in awkward or cramped positions, close/far vision, color/depth perception, hearing mechanical sounds and handling/grasping/fingering objects.
- Ability to occasionally work extended hours and weekends.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

RESPONSIBILITY:

- Incumbent performs specific park and building maintenance duties with priorities primarily determined by supervisor. Incumbent receives immediate supervision with assignments performed according to specific detailed instructions with little flexibility in the job. Incumbent's work is reviewed through random checks and upon completion of specific duties. Errors in work are primarily detected or prevented through procedural safeguards and supervisory review.
- Incumbent reports directly to Park Superintendent.

PHYSICAL EFFORT:

Incumbent's duties often involve continuous physical exertion, such as bending, reaching, crouching/kneeling, standing/walking for long periods, walking on uneven terrain, climbing ladders, pushing/pulling objects, moderate to heavy lifting, working in awkward or cramped positions, close and far vision, color and depth perception, hearing mechanical sounds and handling/grasping/fingering objects.

WORKING CONDITIONS:

1. Incumbent performs most duties outdoors and is frequently exposed to normal hazards associated with park maintenance, including machinery/equipment, excessive noise, toxic chemicals, dust, dirt, fumes, slippery surfaces, working in high places, extreme temperatures and wet/icy conditions. Incumbent may be required to wear protective clothing and/or equipment. Safety precautions must be followed at all times to avoid injury to self and others.
2. Incumbent may occasionally work extended hours or weekends.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance Technician for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name