

**POSITION DESCRIPTION  
COUNTY OF STEUBEN, INDIANA**

**POSITION:** Maintenance/Repair Person  
**DEPARTMENT:** Park  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** October 1995                      **STATUS:** Part-time, Seasonal  
**DATE REVISED:** March 2000                      **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Maintenance/Repair Person for the Park Department, responsible for maintaining grounds and facilities.

**DUTIES:**

Performs grounds maintenance, including mowing/trimming, removing weeds, raking leaves, trimming/removing trees and limbs, and removing snow/ice from walkways.

Cleans and maintains buildings, facilities and beach, including removing litter, sweeping, cleaning/ disinfecting bathrooms, replenishing supplies, emptying trash cans, painting interiors/exterior, repairing and painting picnic tables.

Performs a variety of basic electrical and plumbing maintenance duties, including, but not limited to, repairing and/or installing fixtures, replacing light bulbs and ballasts, opening clogged drains and toilets, replacing faucets and lavatories.

Observes and monitors park patrons, reporting rules violations and other problems to supervisor.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGES:**

High school diploma or GED.

Basic knowledge of and ability to make practical application of carpentry, plumbing and electrical, and Department safety policies and procedures.

Ability to safely and properly operate a variety of power equipment, hand and power tools, such as drills, pliers, wrenches, screw drivers, hammer, chain and circular saws and mowers/tractors.

Ability to physically perform assigned duties, including sitting/mowing and/or standing/walking for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders and handling/grasping objects.

Ability to understand and follow written and oral instructions, read and interpret technical manuals and specifications, and work alone with minimum supervision.

Ability to effectively communicate with co-workers and park patrons, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work weekend and/or evening hours, regularly serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations as needed.

## **II. RESPONSIBILITY:**

Incumbent works according to schedules and priorities determined primarily by supervisor. Incumbent refers to supervisor unusual or unprecedented situations, such as electrical and plumbing repair needs. Incumbent's work is periodically reviewed upon completion of specific duties, with errors usually prevented through complete prior instructions from supervisor and reference to technical manuals/specifications.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers for the purpose of exchanging information.

Incumbent reports directly to Superintendent.

## **IV. PHYSICAL EFFORT:**

Incumbent's duties involve sitting/mowing and/or standing/walking for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders and handling/grasping objects.

## **V. WORK ENVIRONMENT:**

Incumbent performs duties inside and outside park facilities, involving exposure to normal hazards associated with driving, adverse weather conditions, power machinery and tools, cleaning chemicals and insecticides and working on ladders, for which safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works weekend and/or evening hours and occasionally responds to emergencies on a 24-hour basis.

## **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Maintenance/Repair Person in the Park 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

**JOB POSTING**  
**STEUBEN COUNTY PARK DEPARTMENT**

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The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

Performs grounds maintenance, including mowing/trimming, removing weeds, raking leaves, trimming/removing trees and limbs, and removing snow/ice from walkways;  
Cleans and maintains buildings, facilities and beach, including removing litter, sweeping, cleaning/ disinfecting bathrooms, replenishing supplies, emptying trash cans, painting interiors/exterior, repairing and painting picnic tables;  
Performs a variety of basic electrical and plumbing maintenance duties, including, repairing and/or installing fixtures, replacing light bulbs and ballasts, opening clogged drains and toilets, replacing faucets and lavatories;  
Observes and monitors park patrons, reporting rules violations and other problems to supervisor;  
Serves on 24-hour call for emergencies.

**REQUIREMENTS:**

High school diploma or GED;  
Basic knowledge of and ability to make practical application of carpentry, plumbing and electrical, and Department safety policies and procedures;  
Ability to safely and properly operate a variety of power equipment, hand and power tools, such as drills, pliers, wrenches, screw drivers, hammer, chain and circular saws and mowers/tractors;  
Ability to physically perform assigned duties, including sitting/mowing and/or standing/walking for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders and handling/grasping objects;  
Ability to understand and follow written and oral instructions, read and interpret technical manuals and specifications, and work alone with minimum supervision;  
Ability to effectively communicate with co-workers and park patrons, including being sensitive to professional ethics, gender, cultural diversities and disabilities;  
Ability to occasionally work weekend and/or evening hours, regularly serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations as needed.

**LICENSE/CERTIFICATION NEEDED:**