

**POSITION DESCRIPTION
COUNT OF PERRY, INDIANA**

POSITION: Facility Maintenance Assistant
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: 7:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, and Crafts)

DATE WRITTEN: September 2021

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

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

Incumbent serves as Facility Maintenance Assistant for Perry County Parks and Recreation department, responsible for assisting with planning and directing department programs, services, resources, and assigned staff, assisting with maintaining County buildings and grounds, and assisting the public.

DUTIES:

Assists with planning and directing department programs, services, resources, and assigned staff, including ensuring compliance with operations/policies/procedures/related regulations, implementing goals/programs/services, and monitoring work performances.

Represents Perry County Parks and Recreation Department to elected officials, citizen groups, local communities, school systems, other government entities, and organizations.

Assists supervisor with maintaining County buildings and grounds by following established maintenance schedules, inspecting buildings and grounds to detect any malfunctions and needed repairs, reviewing and completing work order requests from County departments, making notes and recommendations, prioritizing tasks to be completed, and documenting repairs, replacements, and work performed.

Assists in monitoring air handling operations, plumbing, electrical, and security systems and notifies supervisor when malfunctions are detected and/or when emergency situations occur.

Makes minor repairs when necessary and appropriate without jeopardizing any warranties.

Maintains grounds, lawns, walkways, and landscaping, including sweeping sidewalks, picking up trash, mowing, weed eating, planting, trimming, spraying trees and shrubs, mulching,

watering lawns and flowers, raking and removing leaves, and clearing snow and ice during winter months.

Maintains and services County vehicles and equipment, including monitoring odometers and gauges, checking windshield wipers, oil, fluids, and tire pressures, changing oil and filters when needed, washing, waxing, vacuuming, and servicing from deal/vendor when necessary.

Operates a variety of hand and/or power tools and equipment in performance of duties, including, but not limited to, rotary mower, weed eaters, chain saws, trimmers, hammers, screwdrivers, wrenches, drills, air nozzle, air compressor, driver ratchet, calipers, files, micrometer, gauges, drill press, ATV, water pump, tank sprayers, tractors, and tractor equipment.

Uses various housekeeping supplies, such as trash bags and floor, window, sink, and toilet bowl cleaners/disinfectants. Empties refuse containers, replaces trash liners, picks up refuse and debris from buildings and grounds, and handles/disposes of recyclable storage containers and materials at County buildings.

Demonstrates continuous efforts to help improve operations, decrease turn-around times, streamline work processes, and work cooperatively and jointly with the supervisor to provide positive relations and service.

Performs clerical duties, including but not limited to, answering telephone and providing information and assistance to callers, entering data, and typing, copying, filing, and distributing correspondence, contracts, leases, bid specifications, and accident reports.

Records, transcribes, and e-mails/mails Perry County Park Board minutes and agendas to appropriate entities and parties. Schedules/logs reservations for park buildings, facilities, and special events and maintains files of leases and contracts. Opens and closes park facilities, including weekends and holidays.

Assists in direction and supervision of community service workers when needed or as assigned.

Performs other related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Working knowledge of maintenance practices and facility upkeep, plumbing, electrical, and mechanical systems, with ability to complete renovations/repairs on buildings and facilities.

Working knowledge of standard bookkeeping practices and principles and ability to perform arithmetic calculations and prepare related statements and reports.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.

Knowledge of and ability to make practical application of maintenance policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations. Knowledge of standard filing systems and ability to create and maintain department files.

Ability to assist in planning, developing, and directing department programs, services, resources, and assigned staff, including ensuring compliance with operations policies, procedures and related regulations, monitoring work performances, following policies and procedures, and implementing goals, programs, and services.

Ability to operate standard office equipment, such as computer, telephone, calculator, copier, fax machine, and printer.

Ability to operate various hand and/or power tools and equipment in performance of duties, including, but not limited to, rotary mower, weed eaters, chain saws, trimmers, hammers, screwdrivers, wrenches, drills, air nozzle, air compressor, driver ratchet, calipers, files, micrometer, gauges, drill press, ATV, water pump, tank sprayers, tractors, and tractor equipment.

Ability to physically perform duties, including sitting/standing for long periods, sitting/walking at will, lifting/carrying objects weighing more than 75 pounds, bending, reaching, crouching/kneeling, driving, crawling in confined spaces, pushing/pulling objects, climbing stairs/ladders, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Ability to effectively communicate orally and in writing with co-workers, other County Departments, Commissioners, Park and Tourism board members, vendors, technicians, volunteers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

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 understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, compile, analyze and evaluate data, and make determinations based on data analyses.

Ability to work independently and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to work evenings, occasionally work extended hours, weekends, and holidays, and attend meetings/training sessions as required.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties according to policies and procedures, with priorities primarily determined by supervisor. Errors in work are primarily detected or prevented through prior instructions from supervisor. Undetected errors could result in loss of time to correct error.

Incumbent reports directly to Parks and Recreation Director/Facility Maintenance Supervisor.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting/standing for long periods, sitting/walking at will, lifting/carrying objects weighing up to 100 pounds, bending, reaching, crouching/kneeling, driving, crawling in confined spaces, pushing/pulling objects, climbing stairs/ladders, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Strain may be intense for frequent or moderate durations and effort is exerted regularly for sustained periods.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties outdoors and/or vehicle and may be required to work in extreme temperatures, wet/icy surroundings, and near fumes, gases, chemicals, dust, and dirt. Incumbent must follow safety precautions at all times to avoid injury to self and others and wear protective clothing or equipment, such as rubber gloves, hearing and eye protection, and safety vest when operating hand and/or power tools.

Incumbent works evenings, occasionally work extended hours, weekends, and holidays, and attends meetings/training sessions as required.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Facility Maintenance Assistant 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, 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