

RICHLAND COUNTY
POSITION DESCRIPTION

Position Title: Parks and Trails Maintenance Technician

Department: Highway

Reports to: Highway Commissioner

Classification: Non-Exempt

Pay Grade: G

Hours Per Week: 40

Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a general labor position, which provides maintenance on grounds, parking areas, driveways and buildings as necessary and directed. Employee must exercise good judgment and initiative as this position works under the general supervision of the Highway Commissioner. Employee often works alone with no direct supervision.

Essential Duties and Responsibilities

- Performs routine maintenance on grounds, parking areas and driveways as necessary and directed.
- Assures that the facility and equipment are properly maintained for safety, comfort and convenience of employees and visitors.
- Attends in-services yearly (fire safety, inclement weather, etc.)
- Follows all life safety codes as they relate to the facility.
- On-call for emergency situations.
- Cleans floors to include sweeping, dusting, damp/wet mopping, vacuuming, and buffing.
- Cleans, dusts, and polishes furniture, baseboards, windowsills, and other fixtures.
- Scrubs and cleans lavatory floors, walls, toilets, sinks, equipment, etc.; Keep lavatories supplied with towels, soap, toilet paper, and other items.
- Empties and cleans wastebaskets.
- May drive company vehicles to dispose of recyclables, plow snow, etc.
- Operates snow removal equipment and removes snow in winter months.
- Performs routine maintenance on grounds, parking areas, driveways, etc. by cutting trimming, pruning, policing, sweeping, snow removal, etc. as necessary or instructed.

- Assists in building security. Checks doors and lights. Watches for evidence of fire hazards or vandalism.
- Prunes shrubs and trees.
- Uses power saws and motorized mowers.
- Sorts recyclables.
- Operates tractor with mower and weed trimmer.
- May operate power tools, hand tools, scraper, shovel, broom, truck, and lawn tractor.
- Performs repair, adjustment and installation of equipment for which some skill in electricity, carpentry, plumbing, painting, and other skills is necessary.
 - Performs other duties as assigned

Related Job Functions

- Assures that equipment is cleaned and properly stored at the end of the shift.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Attends staff meetings and training sessions
- Occasionally drive County vehicles; responsible for advising supervisor if valid driver's license and good driving record are not maintained.
- Performs related work as required or directed by Highway Commissioner.

Physical Demands

75% of the time is spent talking, hearing, walking, standing, and low handling. Medium (up to 50 lbs.) handling/lifting/pushing/pulling, bending reaching, using near and far vision. 25% - Balancing, stooping, kneeling, crouching, climbing stairs (using hands, legs, and feet). In non-routine situations, it is necessary to do high (50-80 lbs.) handling/lifting/pushing/pulling and very high (over 100 lbs.) carrying and low, high, and very high levels of pushing and pulling (over 100 lbs.) Up to 75% of the work is performed outside, possibly with very high humidity or extremely cold temperatures. Working in extreme heat or cold occurs about 75% of the time. Hazards include: moving vehicles, dust, noise, vibrations, potential mechanical and chemical hazards; Fumes, gases and odors may also be present in some situations. Involves potential and/or direct exposure to blood or body fluids. Uses breathing apparatus, hearing, gloves, and eye protection as necessary.

Education and Training Requirements

- Graduation from accredited high school or GED required. Advanced training at a technical school and 1-2 years of work experience in a related field. Prefer electrical experience, knowledge of minor plumbing and carpentry and/or a combination of training and experience which provides the required knowledge, skills and abilities.
- Knowledge of cleaning and cleaning equipment.
- Knowledge of lawn care and equipment.
- HVAC, plumbing, and electrical certification preferred.
- The ability to run, maintain and service all equipment and systems listed in job description including various types of power, hand, and building maintenance machinery, tools, and equipment (i.e. lawnmowers, saws, tractor, floor buffer, vacuum, power tools, etc.).
- Working knowledge of cleaning methods, materials, and equipment.
- Ability to perform simple mathematical problems.
- Knowledge of general maintenance work and repair of mechanical devices.
- Ability to use common tools and to operate machinery and equipment.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.

Created: 2023

Reviewed: 1/2024