

WARREN COUNTY PARK DISTRICT

PARK MAINTENANCE TECHNICIAN

SEASONAL AND
PART-TIME POSITIONS

- LOCATION: Based at Armco Park or Landen-Deerfield Park, as assigned
- PAY: Starting at \$13.30 per hour for Seasonal Maintenance Tech I (Apr 1 - Oct 31)
Starting at \$15 per hour for Part-Time Maintenance Tech II
- SCHEDULE: Mostly 1st shift weekdays with possible weekend & holiday work

SUMMARY

Park Maintenance Technicians serve their community by providing clean, attractive, and safe parks. They take on an active role in performing various landscape and grounds maintenance tasks, operate a variety of park equipment, remove litter, perform custodial duties, and other duties as assigned. Park Maintenance Technicians represent the Park District in a positive and professional manner, consistently adhere to Park District policies, and work well with others on the team. This position reports to the Park Operations Manager or Chief of Operations, as assigned. See the full position description for details.

HOW TO APPLY

Job descriptions and applications are available at www.co.warren.oh.us/jobs or at the Armco Park Office at 1223 North State Route 741, Lebanon, OH 45036, Mon - Fri 9am to 4pm. **Email completed applications to parks@co.warren.oh.us** or drop off during office hours. Applicants must be at least 18 years of age. Positions are subject to a post-offer drug screen & background check. Warren County Park District is an Equal Opportunity Employer.



1223 NORTH STATE ROUTE 741
LEBANON, OH 45036
(513) 695-3980
parks@co.warren.oh.us

Warren County
PARK DISTRICT
 Enjoy. Play. Preserve.

WARREN COUNTY PARK DISTRICT

WE ARE HIRING

SEASONAL AND PART TIME POSITIONS

Build your career helping people enjoy life in the great outdoors!

We are looking for dedicated, passionate individuals to serve in the following open positions:

- Park Maintenance Technician I
- Park Maintenance Technician II
- Golf Maintenance Technician I
- Customer Service Attendant
- Pro Shop/Boat Dock Attendant
- Facilities Maintenance Technician
- Softball Assistant

BENEFITS

Seasonal and Part-Time positions feature Park District Perks, which provides free and discounted access to activities at the Armco Park Golf Course and Boat Dock. Part-Time Year Round positions working more than 20 hours per week feature paid vacation, sick leave, and holidays. All positions participate in the OPERS retirement plan.

HOW TO APPLY

Job descriptions and applications are available at www.co.warren.oh.us/jobs or at the Armco Park Office at 1223 North State Route 741, Lebanon, OH 45036, Mon – Fri 9am to 4pm. **Email completed applications to parks@co.warren.oh.us** or drop off during office hours. Applicants must be at least 18 years of age. Positions are subject to a post-offer drug screen & background check. Warren County Park District is an Equal Opportunity Employer.



1223 NORTH STATE ROUTE 741
LEBANON, OH 45036
(513) 695-3980
parks@co.warren.oh.us

Warren County
PARK DISTRICT
 Enjoy. Play. Preserve.

POSITION DESCRIPTION

Park Maintenance Technician I

Reports to:	Park Ops. Manager	Status:	Part-time, seasonal
Reporting Location:	Armco Park or Landen-Deerfield Park, as assigned	Compensation:	Starting at \$13.30 per hour
		Revision Date:	February 5, 2024

Position Goal

The Park Maintenance Technician I will be responsible for the overall maintenance and upkeep of the park’s grounds, facilities, and amenities. This position, under the direction of the Park Operations Manager, will work to provide the highest level of safety and service to park patrons.

Duties and Responsibilities

- I. Performs unskilled and semi-skilled work as part of a team or individually; typical duties including but not limited to:
 - Routine and preventative maintenance of park lands, buildings and facilities such as trash collection and removal, shelter cleaning, trail maintenance, landscaping and amenity installation
 - Facility maintenance and cleaning such as window washing, painting, service maintenance and other custodial duties
 - Trail maintenance such as resurfacing, grading, pruning, trimming and installation of signage, steps, culverts and drainage
 - Turf, landscape and plant maintenance functions such as seeding, sodding, fertilizing, mowing, trimming, aerating, tree and shrub installation and removal, soil preparation, watering and plant propagation
 - Perform chemical applications to remove weeds and pests as needed, under the supervision of a licensed applicator
 - Roadway/walkway maintenance including patching, striping, seal coating, grading, and plowing
 - Remove trash and litter from park grounds to create a clean, safe environment
 - Perform routine equipment maintenance such as oil changes, lubrications and tire pressure readings and adjustments
 - Perform park opening/closing activities as assigned
2. Assists in special park events and activities offered by the Park District as needed/assigned. Assists with related duties on a temporary basis in other areas as assigned.
3. Operates the following equipment
 - Operates trucks, tractors, mowers and various turf care machinery required to maintain and develop park lands
 - Operates various power tools used for the maintenance of facilities and amenities

4. Performs work in a safe and responsible manner. Notifies Park Operations Manager of unsafe conditions in a prompt, professional manner.
5. Follows Park District policies, as applicable.
6. Performs other duties as apparent or assigned.

Qualifications

1. Education:
 - Graduation from High School or GED required. Associates degree, certification or specialized training in parks or grounds maintenance preferred.
2. Experience:
 - Minimum 18 years of age
 - One year of parks or grounds maintenance preferred
3. Knowledge, Skills and Abilities:
 - Ability to perform a wide range of maintenance and simple construction tasks, some of which include substantial manual labor
 - Knowledge of and ability to use standard hand and power tools used in the maintenance of park lands, buildings, facilities, equipment and in the construction of park improvements
 - Ability to become proficient in application of pesticides, herbicides, fertilizers and various soil amendments
 - Ability to interpret written and oral instructions
 - Ability to effectively communicate, orally or in writing
 - Basic computer proficiency
 - Ability to exercise good judgement
 - Demonstrated emotional intelligence
 - Ability to work effectively in a team environment
4. Licenses:
 - Possession of a valid State of Ohio motor vehicle operator's license with driving record that is insurable under the Park District's insurance policies

Physical Requirements and Work Environment:

- Ability to regularly lift/move up to 50lbs, and up to 100lbs with assistance
- Ability to work in extreme weather conditions including, but not limited to; excessive heat, humid/wet conditions, fumes or airborne particles
- Required to (often on uneven terrain) stand, walk, sit, climb, balance, kneel, crouch and crawl
- Ability to talk and hear, often in excessive noise level environments

Schedule:

- This is a seasonal position that typically starts on April 1 and ends on October 31.
- Generally, no more than 29 hours per week.
- This position must be available and willing to work a flexible work schedule.



- Hours are typically assigned within 7:00am – 3:30pm Monday-Friday, but may include weekends and/or holidays, as assigned.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Chief Executive Officer approval.

POSITION DESCRIPTION

Park Maintenance Technician II

Reports to: Park Operations Manager Status: Part-time, year-round
Reporting Location: As Assigned Compensation: Starting at \$15 per hour

Revision Date: February 5, 2024

Position Goal:

The Park Maintenance Technician II will be responsible for the overall maintenance and upkeep of the park's grounds, facilities, and amenities. This position, under the direction of the Park Operations Manager, will work to provide the highest level of safety and service to park patrons.

Duties and Responsibilities:

- I. Performs unskilled and semi-skilled work as part of a team or individually; typical duties including but not limited to:
 - Routine and preventative maintenance of park lands, buildings and facilities such as trash collection and removal, shelter cleaning, trail maintenance, landscaping and amenity installation
 - Facility maintenance and cleaning such as window washing, painting, service maintenance and other custodial duties
 - Trail maintenance such as resurfacing, grading, pruning, trimming and installation of signage, steps, culverts and drainage
 - Turf, landscape and plant maintenance functions such as seeding, sodding, fertilizing, mowing, trimming, aerating, tree and shrub installation and removal, soil preparation, watering and plant propagation
 - Perform chemical applications to remove weeds and pests as needed, under the supervision of a licensed applicator
 - Roadway/walkway maintenance including patching, striping, seal coating, grading and plowing
 - Remove trash and litter from park grounds to create a clean, safe environment
 - Perform routine equipment maintenance such as oil changes, lubrications and tire pressure readings and adjustments
2. Assists in special park events and activities offered by the Park District as needed
3. Operates the following equipment:
 - Operates trucks, mowers and various turf care machinery required to maintain and develop park lands
 - Operates various power tools used for the maintenance of facilities and amenities
4. Performs work in a safe and responsible manner. Notifies Park Operations Manager of unsafe conditions in a prompt, professional manner.

5. Performs park opening/closing activities as assigned.
6. Follows Park District policies, as applicable.
7. Performs other duties as apparent or assigned.

Qualifications:

1. Education:
 - Graduation from High School or GED required. Associates degree, certification or specialized training in parks or grounds maintenance preferred.
2. Experience:
 - Must be 18 years of age at time of hire
 - One or more seasons of experience in a position equivalent to a Park Maintenance Tech. I, preferred
 - Ability to perform a wide range of maintenance and simple construction tasks, some of which include substantial manual labor
 - Knowledge of and ability to use standard hand and power tools used in the maintenance of park lands, buildings, facilities, equipment and in the construction of park improvements
 - Knowledge of machine operation such as mowers, tractors, string trimmers, etc.
 - Ability to become proficient in application of pesticides, herbicides, fertilizers and various soil amendments
 - Ability to interpret written and oral instructions
 - Ability to effectively communicate, orally and in writing
 - Basic computer proficiency
 - Ability to exercise good judgement and demonstrated emotional intelligence
 - Demonstrated leadership characteristics and ability to work as part of a team
3. Licenses:
 - Possession of a valid State of Ohio motor vehicle operator's license with driving record that is insurable under the Park District's insurance policies

Physical Requirements and Work Environment:

- Ability to regularly lift/move up to 50lbs, and up to 100lbs with assistance
- Ability to work in extreme weather conditions including, but not limited to; excessive heat, humid/wet conditions, fumes or airborne particles
- Required to (often on uneven terrain) stand, walk, sit, climb, balance, kneel crouch and crawl
- Ability to talk and hear, often in excessive noise level environments

Schedule:

- Generally no more than 29 hours per week.
- This position must be available and willing to work a flexible work schedule.
- Hours are typically assigned within 7:00am – 3:30pm Monday-Friday, but may include weekends and/or holidays, as assigned.



The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Chief Executive Officer approval.