

UNION COUNTY, SOUTH CAROLINA

JOB DESCRIPTION

JOB TITLE: MAINTENANCE I

DEPARTMENT: PARKS AND RECREATION

FLSA: NON-EXEMPT

SCHEDULE: 40 HOURS PER WEEK (some night, holiday and weekend work required)

MINIMUM STARTING SALARY: \$22,730.00

GENERAL STATEMENT OF JOB

Under direct supervision, performs manual labor and various skilled/semi-skilled tasks in the maintenance of recreational facilities, grounds and equipment, ensuring the provision of a quality, clean and safe recreational and work environment for citizens and staff. Performs related work as required. Reports to the Recreation Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs various manual tasks in the maintenance of recreational facilities, grounds and equipment.

Drags and lines athletic fields; rebuilds baseball mounds.

Performs general groundskeeping duties, including but not limited to mowing and aerating turf, cutting, and cleaning pavement, raking, watering, removing trash and debris from grounds, etc.

Operates trucks to haul soil, debris, equipment and other materials to job sites.

Performs routine building maintenance work, including minor electrical, plumbing, painting, and construction tasks; performs general custodial work in the maintenance of buildings.

Constructs and maintains playground equipment.

Sets up shelters and other facilities for rentals/special events; moves furniture and other heavy items as needed.

Maintains inventory of maintenance equipment, tools and supplies.

Prepares and submits annual budget requests.

May assist with recreation program registration; schedules the use of park facilities by outside groups.

Assists in enforcing rules and regulations for the use of department facilities.

Instructs and supervises inmate workers assigned to maintenance duties.

Performs all work in accordance with applicable policies, procedures, and standards of quality and safety.

Receives and reviews various records and reports including punch lists, work orders, schedules, etc.

Prepares accurate and complete records of maintenance work assigned.

Refers to policy and procedure manuals safety manual, equipment manuals, etc.

Operates a vehicle, tractor, dump truck, front-end loader, packer, chain saw, line machine, weed eater, sprayer, blower, etc.

Uses clerical supplies, mechanic's tools, carpentry tools, plumbing tools, electrician's tools, painting supplies, various hand tools.

Interacts and communicates with the immediate supervisor, co-workers, other department supervisors and personnel, program participants/customers, inmate workers, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs routine clerical duties as required, including copying and filing documents, entering computer data, answering the telephone, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by one or two years of experience in grounds and building maintenance, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 50 pounds), and occasionally heavier objects and materials (up to 100 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and giving instructions to inmate workers.

Language Ability: Requires ability to read a variety of policy and procedure manuals, equipment manuals, etc. Requires the ability to prepare reports, records, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgements in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with person of various ages, educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using maintenance equipment; to operate motor vehicles, heavy equipment and motorized grounds maintenance equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or light deadlines. The worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear)

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the county and Recreation Department as they pertain to the performance of duties of the Maintenance Worker. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of facilities and grounds maintenance, mechanics, plumbing, electrical maintenance. Is able to inspect facilities, grounds and equipment and perform necessary maintenance/repairs to ensure a safe environment for staff and citizens. Is able to provide effective instruction and supervision of inmate workers as assigned. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and member of the public through contact and cooperation. Has knowledge of proper English usage, vocabulary, spelling and basic mathematics. Is able to perform required mathematical computations with accuracy. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties effectively despite exposure to extreme heat/cold, wetness, humidity, electrical currents, machinery hazards, dusts/pollen, toxic agents, etc. Knows to react calmly and quickly in emergency situations.

Quality of Work: Maintain high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgement: Exercises analytical judgement in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying

alternative solutions to issues or situations, implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgement.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, ie., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter- departmentally.

Relationships with Others: Shares knowledge with managers, supervisors, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meeting, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.