

CARMEL CLAY BOARD OF PARKS & RECREATION

POSITION DESCRIPTION

APPLY AT: www.carmelcalyparks.com/employment

POSITION TITLE: PARKS MAINTENANCE TECHNICIAN
DIVISION: PARKS
REPORTS TO: PARK MAINTENANCE FOREMAN
FLSA STATUS: NON-EXEMPT \$25,500 - \$40,000

Organization Information

Carmel Clay Parks & Recreation (CCPR) holds the Gold Medal Award for Excellence in Park and Recreation Management by the American Academy for Park and Recreation Administration (AAPRA) in partnership with the National Recreation and Park Association (NRPA) for parks serving populations of 75,001 to 150,000. As an accredited agency, the department serves the recreation, fitness, and nature needs of the community, manages and develops existing spaces and resources and creates a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 park acres and numerous recreation facilities, including the Monon Community Center and The Waterpark. In addition, CCPR has partnered with Carmel Clay Schools to establish Extended School Enrichment (ESE), a before- and after-school care program for K-6 students located at all eleven elementary schools. The Summer Camp Series is a component of ESE that offers 12 different summer camps accommodating children ages 5-15. For more information, visit carmelclayparks.com.

Carmel Clay Parks & Recreation is recruiting an outgoing, friendly, and mechanically inclined outdoor enthusiast to fill a full time park maintenance technician position. This person will have the opportunity to work in the field with a small team of National Gold Medal winning professionals dedicated to maintaining and improving park properties, natural resources, facilities, and equipment. Applicants must have a strong work ethic and a desire to learn while working in a fun outdoor environment.

Purpose of Position

The purpose of this position is to perform skilled labor work functions at all Carmel Clay Park locations associated with grounds maintenance, light facility maintenance, preventative maintenance, troubleshooting equipment, and installations.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform grounds maintenance and general maintenance of Carmel Clay Parks & Recreation parks, trails, and greenways; including grounds, turf, irrigation, restrooms, picnic shelters, parking lots, prairies, wetlands, and woodland areas.
 - Including work tasks which may include cutting limbs, removing fallen limbs, pruning, mulching, blowing leaves and debris
 - Mixing and applying pesticides and herbicides, spreading grass seed and fertilizer, watering, planting trees, maintaining landscape beds, sweeping, raking,
 - Snow removal, salt application, and maintaining parking areas and driveways.
- Perform various manual work tasks associated with repair and maintenance of recreational facilities and equipment.
 - Including work tasks such as inspecting playgrounds, repairing playground equipment, repairing shelters, painting equipment, testing batteries, testing electrical outlets and installing signs.
- Operate necessary vehicles and equipment used in park maintenance including trucks, tractors, loaders, and UTV's.
- Perform general maintenance tasks necessary to keep machinery, equipment and tools in operable condition.
 - Including work tasks such as inspecting equipment, engines, hydraulics, tires, checking and replacing fluids, replacing parts, greasing equipment and cleaning equipment and work areas;
 - Monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Perform basic skilled labor repairs in plumbed restroom fixtures, electrical services, structures, and irrigation systems.
- Utilize precautionary safety equipment and monitors work environment to ensure safety of employees, volunteers, and the public.
- Report accurate and timely data associated with completion of each and every work order.
- Perform other related duties as required, such as assisting recreation staff with special event preparation.

CARMEL CLAY BOARD OF PARKS & RECREATION POSITION DESCRIPTION

- Required to be on an emergency rotating on call basis for evenings, weekends, and or holidays.
- Supervise and train part time employees on daily work functions.
- Enforce park rules, regulations and policies.
- Comply with applicable codes, laws, rules, regulations, standards, policies and procedures.

Knowledge, Skills & Abilities Required to Perform Essential Job Function:

- Ability to perform addition, subtraction, multiplication and division.
- Ability to utilize a variety of reference and descriptive data and information.
- Ability to communicate effectively; includes ability to interact with members of the public to resolve problems.
- Ability to operate a motor vehicle to conduct work activities.
- Competency with basic computer operation including entering time card data, and closing work orders through internet software.
- Ability to operate a variety of machinery, equipment and tools associated with park maintenance operations, including a tractor with front end loader, auger, blower, mower and back hoe attachments, mower, string trimmer, edger, blower, hedge trimmer, pruning shears, chain saw, shovel, rake, post hole digger, gas powered auger, extension ladder, chemical sprayer, mechanic tools, painting tools, electrical testing equipment, and pressure tanks.
- Ability to exert heavy physical effort necessary to perform certain park maintenance tasks, involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing and/or pulling of objects and materials weighing 20-90 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease or pathogenic substances.

Qualifications Required to Perform Essential Job Functions

- High school diploma or GED.
- Two (2) to Five (5) years related experience involving grounds maintenance, building maintenance and manual labor.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Driving is an essential function of this position and individual must possess and maintain a valid Indiana driver's license and be insurable.