

**Jefferson County
Position Description**

Name: **Department:** Parks

Position Title: Building/Grounds Maintenance Worker II **Pay Grade:** 4 **FLSA:** Non-exempt

Date: **Reports To:** Construction/Maintenance
Foreman-Parks

Purpose of Position

The purpose of this position is to complete building and grounds maintenance tasks throughout the Jefferson County Parks Department. This position coordinates and supervises volunteer groups to complete recreation improvements with the Glacial Heritage Area (GHA).

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.

- Assembles, installs, and inspects outdoor equipment including playground equipment, picnic tables, park shelters, and other park amenities.
- Performs park development construction, carpentry and masonry projects, such as woodworking and sign building, assembling tables and benches, erecting signs, and repairing and painting park outbuildings.
- Cleans and maintains buildings and grounds, including picking up litter and garbage, cleaning and sanitizing bathrooms and kitchens, and replenishing supplies.
- Coordinates with volunteers of Glacial Heritage Area River Clearing projects. Oversees volunteers on trail building projects and trail design and layout.
- Maintains parks, right of ways, parking lots, and bike paths.
- Monitors building and ground premises for safety, and to ensure occupant or visitor safety.
- Operates and maintains a variety of vehicles and equipment, such as, but not limited to, skid loader, trucks with trailers, forklift, mowers, tractors, snow blowers, chainsaws, electric clippers, sod cutters, or pruning saws.
- Orders supplies, keeps records of purchases and maintains an inventory of parts, supplies, and equipment.
- Participates in GHA subgroup meetings and works with members of Rose Lake on habitat projects at Carnes Park.
- Performs basic electrical and plumbing repairs.
- Performs building maintenance tasks including cleaning, painting, and repairing.
- Performs extensive vegetative management throughout the park system including mowing, weed whipping, chemical and weed spraying, brush and shrub trimming, tree trimming and felling, prairie restoration, hazard identification, tree planting, prairie burns, invasive species

control, landscape development and construction, grass seeding and mulching, and stump removal.

- Performs winter maintenance to county snowmobile and cross-country ski trails, roads, parking lots, and walkways. Grooms cross country trails. Removes snow and ice from parking lots, sidewalks, door entrances.
- Uses hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None

Minimum Training and Experience Required to Perform Essential Job Function

Two years related experience and/or training; or equivalent combination of education and experience. High school diploma or equivalent required. Grounds maintenance experience.

Preferred Training and Experience Required to Perform Essential Job Function

Three years related experience and/or training; or associate's degree; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Valid driver's license.

Knowledge, Skills, Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write routine reports and correspondence.

- Knowledge of federal, state and local codes and regulations specific to construction and maintenance, herbicide applications, worker safety.
- Knowledge of grounds and building maintenance using hand or power tools or equipment.
- Knowledge of the principles and practices of one or more skilled trades in the maintenance, construction trades field.
- Skill in operating mowing equipment, chain saws, weed eaters and other equipment.
- Skill in operating various light, medium and heavy equipment including brush tractors, mowing and sweeping equipment, trucks, trucks with trailers.
- Skill in performing skilled and semi-skilled construction, maintenance and repair work, such as carpentry, painting, plumbing, landscaping.
- Skill in reading blueprints and interprets plans, reading maps.
- Skill in the use of computers and computer applications that at a minimum include Microsoft Office Suite products including Word and Excel.
- Skill in transports and sets up supplies and equipment, makes required safety checks.
- Skill in use of computers and application software for maintenance and management programs.
- Skill in use of a variety of power and hand tools.
- Skill in use of tools associated with grounds keeping, construction, carpentry, masonry, plumbing, electrician, woodworking.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
_____	_____
Supervisor	Date
_____	_____
Human Resources	Date
_____	_____