



Job Title: Park Maintenance Laborer
FLSA Classification: Non – Exempt
Salary Range : \$31,559-\$38,357.58
Reports To: Parks Superintendent
Effective Date: February 14, 2024

Job Summary:

The Park Maintenance Laborer will perform routine manual work of a wide variety of custodial, landscaping, and related services required to maintain safe grounds and facilities for multiple parks throughout the county.

Supervisory Responsibilities:

- None

Duties / Responsibilities:

- Effectively and efficiently operate vehicles and all janitorial equipment; sweeps, mops, vacuums, and cleans public buildings/spaces as required.
- Performs maintenance and upkeep tasks as requested including building, park, & playground maintenance, park safety, trash, & overall cleanliness.
- Perform minor repairs to buildings and site amenities and complete preventive maintenance tasks.
- Operates light to medium trucks and various pieces of equipment to perform routine park maintenance tasks such as loading and unloading materials.
- Assists in setting up, monitoring, and taking down programs and special events.
- Part of the Essential Personnel team in charge of snow removal and other related weather duties.
- May assist with small construction projects (bridges, trails, etc.)
- Assist with park maintenance including athletic fields prep, landscaping / mowing, & maintaining overall cleanliness & safety.
- Operate tools and equipment in a safe manner and return them to the appropriate storage areas.
- Adhere to the preventive maintenance program for all assigned equipment.
- Provides quality customer service to both internal & external guests.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Good verbal communication skills.
- Basic understanding of maintenance, groundskeeping, and janitorial practices and procedures.
- Ability to work efficiently and thoroughly.
- Ability to follow instructions and complete assignments.
- Ability to use work order software and/or other system as needed.
- Must have a valid Class A Driver's License and ability to pass a DMV record check.

Education and Experience:

- High school diploma or equivalent required.
- Some related experience preferred.
- Ability to earn and maintain First Aid, CPR and WVBPH water testing certifications.

- Ability to earn and maintain other safety trainings as required.

Physical Requirements:

- Prolonged periods of standing, walking, stretching, bending, climbing ladders, lifting, carrying, kneeling, and pulling.
- Must be able to lift up to 50 pounds at a time.
- Must be physically able to operate power equipment & hand tools.
- The work environment includes both indoor and outdoor locations across Jefferson County. Regular exposure to extreme heat, cold and inclement weather conditions can be expected.
- Must be able to perform heavy manual labor associated with assigned maintenance tasks as needed.
- Parks & Recreation is a smoke free facility; therefore smoking and vaping on all company premises is prohibited.