



Job Title: Park Maintenance Laborer II

FLSA Classification: Non – Exempt; Full-time, hourly-starting at \$19.50 an hour.

Reports To: Parks Superintendent

Effective Date: January 9, 2025

Job Summary:

The Park Maintenance Laborer II will support all maintenance initiatives by leading & performing 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:

- Minimal leadership and supervisory responsibility with project management as needed.

Duties / Responsibilities:

- Leads maintenance projects and teams as outlined by the Parks Superintendent.
- Proactively support & lead work order and maintenance schedules in conjunction with the Park Superintendent.
- Effectively and efficiently operate vehicles and all janitorial equipment, sweeps, mops, vacuums, and dusts public facilities and offices.
- Performs preventative maintenance on equipment and facilities.
- 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 or county emergency, which could include nights, weekends, or holidays.
- 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.
- Maintains daily work orders
- Performs other related duties as assigned.



Required Skills/Abilities:

- Knowledge of methods, principles, practices and techniques of ground maintenance, ballfield preparation, preventative maintenance, facility maintenance, and grass mowing operations.
- Good verbal communication skills.
- Good leadership, interpersonal, and customer service skills.
- Ability to work in Microsoft Office Suite, MyRec, Playground Guardian, and / or related software.
- Ability to work efficiently and thoroughly.
- Ability to follow instructions and complete assignments.
- Ability to work a flexible schedule.
- Must provide a Valid Driver's License and pass a Criminal Background Check.

Education and Experience:

- Minimum 2 years' experience in ground maintenance or related field required.
- High school diploma or equivalent required.
- Some related experience preferred.
- Ability to earn and maintain First Aid and CPR Certification.
- Ability to earn and maintain WV State Health Department Water License.
- Ability to earn and maintain WV Pesticide and Fertilizer License.
- Valid driver's license and clean driving record.

Physical Requirements:

- Must be 21 years of age.
- 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.