



Job Title: Seasonal Maintenance Worker

FLSA Classification: Non-Exempt; Seasonal, Hourly

Reports To: Park Superintendent

Effective Date: February 2025

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.

This is a temporary, seasonal position.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Performs minor repairs and parks maintenance.
- Effectively and efficiently operate maintenance vehicles and equipment.
- 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.
- 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.
- Sows grass seed; plants trees, shrubs, and flowers.
- Removes weeds around bushes, trees, and flower beds. Trims hedges and prunes trees.
- Mow and weed eat turf areas.
- Picks up trash and debris.
- Cleans bathrooms.
- Assist in the set-up and tear down for special events.
- Perform minor repairs to buildings and site amenities and complete preventive maintenance tasks.
- Other 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.
- Ability to work a flexible schedule.
- Must provide a Valid Driver’s License and pass a Criminal Background Check.

Education and Experience:

- High school diploma or equivalent preferred.
- Some related experience preferred.
- First Aid and CPR Certification preferred.
- Valid driver’s license and clean driving record, 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.
- The noise level in the work environment is usually moderate.
- Parks & Recreation is a smoke free facility; therefore, smoking and vaping on all company premises is prohibited.

By signing below, I acknowledge that I understand the requirements, essential functions and duties of the position as outlined above.

Employee Print _____

Employee Sign _____ **Date** _____