

Hendricks County

Job Description:

Title: Part-Time Maintenance

FLSA Status: Non-Exempt

Department: Parks and Recreation

Pay Band: LTC 5

Date Prepared: 02/05/2015

Date Approved: 02/12/2015

Job Summary:

To assist with general landscape and building maintenance duties.

Essential Job Functions:

- Perform general landscape duties as directed.
- Maintain, clean, and make basic repairs of landscape equipment.
- Assist Park Manager with building and facility maintenance.
- Diligent compliance to all safety procedures.
- Displaying an exceptionally helpful and friendly attitude to all parks visitors.
- Ability to work without direct supervision for long periods of time.
- Other duties as assigned.

Qualifications:

- Applicants must at least 18 years old to apply for this position.
- Experience with standard landscape maintenance equipment
- Ability to effectively and politely assist staff and members of the public.
- Ability to communicate well, both verbally and in writing.
- A high degree of pride in work performed and self-motivation is essential.

License or Certificates:

Must possess a valid driver's license and the demonstration of a safe driving record.

Working Conditions and Physical Demands:

Duties will be performed primarily outdoors during all seasons of the year. This position requires the ability to walk/stand for long periods of time, walking on uneven terrain, and lifting/carrying objects weighing up to 50 lbs. Persons in this position must be responsible and feel comfortable working alone for hours at a time. Some weekends and some holidays may be required.

Responsibility:

Part-time maintenance employees report directly to the Park Manager or Park Naturalist as directed.

***NOTE:** A criminal background investigation is required of ALL HCP&R employees.

I have read and understand this job description and its relationship to the position I occupy.

Signature

Date

Printed Name