

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** MAINTENANCE/PARKS & RECREATION WORKER  
(SUMMER-LTE)

**DEPARTMENT:** MAINTENANCE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** MAINTENANCE SUPERVISOR

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### **SUMMARY:**

Under the general direction of the Maintenance Supervisor, it is the responsibility of the Maintenance/Parks & Recreation Worker (Summer-LTE) to perform unskilled and/or semi-skilled maintenance tasks at all Green Lake County properties.

### **JOB DUTIES AND RESPONSIBILITIES:**

The percent of time spent on various jobs in the Maintenance/Parks & Recreation Worker (Summer-LTE) classification can vary from task to task, day to day, and within the season based on many variables that need to be taken into consideration.

Given these elements of change, the duties and percentage of time to be spent completing these duties are approximately as follows:

- Perform and assist in minor repairs to buildings and facilities to include plumbing, electrical and structural: 10% of the time
- Load and unload supplies and materials: 10% of the time
- Maintain service park buildings and grounds around buildings and in parks, as required; collect and properly dispose of trash: 60% of the time
- Perform routine maintenance to equipment, as needed: 5% of the time
- Drive County truck when required: 10% of the time
- Perform other related duties as assigned: 5% of the time

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability and skill to communicate effectively, both orally and in writing, or with hand and arm signals.
- Ability to adapt to changing conditions.
- Ability to work a flexibly 40 hour/week schedule to accommodate maintenance needs of the County.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, all County departments, and the public.
- Ability to understand and follow verbal and written directions; ability to read, write and complete simple mathematical equations.

- General knowledge of the use of mechanical equipment; skill in the operation of such equipment; knowledge of and skill to provide simple adjustments on equipment, machinery, and tools.
- Ability to perform repeated standardized tasks with initiative and sound judgment.
- Ability to utilize a variety of hand tools; skilled in the operation of power tools.
- Ability to perform moderate or extensive physical efforts to complete required tasks.
- Ability to apply safety standards to all work performed.

**QUALIFICATIONS:**

**EDUCATION:** High school diploma or GED equivalent is preferred.

**EXPERIENCE / JOB KNOWLEDGE:** Must possess and maintain a valid driver's license and must have daily access to a reliable vehicle. Some related experience and/or training is preferred or a combination of education, training, and experience that provides the necessary knowledge, skills, and abilities.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Given the variable and seasonal functions of this position, physical demands vary greatly from work assignment to work assignment and day to day. Approximately 75% to 90% of the time, depending on the actual work assignment, the employee will be performing work which could involve acute vision demands, walking, bending and twisting, feeling, standing, reaching, sitting, climbing hills or stairs, stooping, kneeling, communicating verbally, grappling, doing medium amounts of lifting (up to forty pounds), crouching, balancing, crawling and climbing ladders and getting on and off equipment at various times and for various assignments. Good physical dexterity of arms, hands, legs, and feet is necessary for accurate and safe operation of equipment. Communications while working may be verbal. Vision and hearing are important for this job, as are hand and eye coordination. Approximately 10% to 25% of a shift may be spent pushing, pulling, lifting, and carrying up to 80 pounds, as required. Approximately 10% of the time is spent driving.

**ENVIRONMENTAL DEMANDS:** Up to 95% of work duties and responsibilities can be performed outdoors, where one may be exposed to seasonal weather elements, including extreme hot, cold, or humid conditions. 75% of work duties and responsibilities include exposure to noise or involve vibration; 5% of work could be performed indoors. 10% of the time may be spent at heights greater than twelve feet. Hazards related to this position include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gasses, noxious odors, exposure to weather, dust, heat, equipment noise and fumes, electrical, and chemicals. Employee may be required to work long or unusual hours as necessary to meet departmental needs.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

*Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.*

April 2018