

POSITION DESCRIPTION

COUNTY OF JENNINGS, INDIANA

POSITION: Maintenance Supervisor/Director's Assistant

DEPARTMENT: Parks and Recreation

WORK SCHEDULE: Flex-time

- General: M-F: 8 am –3 pm
- Weekend duty: All employees share rotating weekend duty.
- Generally: split shift 8 am-12 noon, then 4 pm-7 pm
- Special events and other modifications change schedule accordingly.

DATE WRITTEN: July 2023

STATUS: Full-time

STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/ or ability required. Jennings County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Maintenance Director for the Jennings County Parks and Recreation, and is responsible for administering various tasks assigned to Park facilities in a clean, neat, efficient, and safe working manner for the public and Park employees.

This individual is the main individual in charge of maintenance issues. Working with the Director, this individual will complete and oversee the majority of field work, while supervising the assistants.

Upgrades and issues are to be communicated with the director, and if the budget allows, maintenance work will be completed either "in-house" or contracted out if beyond the skill level of the employees.

Office skills are also needed, yet are secondary to in the field work. Customer service work will be necessary. Weekend duty will be worked throughout the year, in rotation with the rest of the crew.

GENERAL DUTIES:

- **Office/customer assistance**
 - Customer scheduling on a Reservation Management System as well as in the field permit scheduling, phone, email work, and information dissemination.
- **Equipment maintenance and operation**
 - General level maintenance and repair of multiple tools and equipment, ranging from small engines, mowers, tractors, as well as hand tool care. Operation of multiple tools is necessary.
- **Building maintenance**
 - Carpentry, plumbing, and basic level electrical skills are at times needed.
- **Landscaping and lawn work**
 - General plant and lawn care tasks are completed weekly.
- **Cleaning and lifting**
 - General cleaning of grounds and buildings are daily tasks.
- **Supervision**
 - Each employee will at times be supervising interns and/or volunteers.

I. SKILLS AND KNOWLEDGE:

- High school diploma or GED.
- Must be 18 years of age and ability to meet all department hiring requirements.
- Working knowledge and ability to make practical application of County and OSHA safety policies and procedures.
- Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Working knowledge of various tools, equipment, facilities, and grounds.
- Ability to completely serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and individuals with disabilities.
- Ability to physically perform the essential duties of this position including seasonal variances and generally hard physical labor.
- Ability to work alone with minimum supervision and with others in a team environment. Ability to occasionally work extended hours and evenings.
- Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties with work priorities and schedules primarily determined by supervisor and service needs of the public. Assignments are guided by broad policies and/or general objectives. Incumbent establishes procedures and performance standards and plans and arranges own work, referring to supervisor when interpretations of departmental policies and programs are thought necessary. Incumbent reports directly to the Park Director.

III. PHYSICAL EFFORT:

Incumbents duties involve, bending, reaching, crouching/kneeling, standing/walking for long periods, climbing ladders, pushing/pulling objects, lifting/carrying objects over 50 pounds, and handling/grasping objects. Incumbent may exert continuous physical effort, but normal duties do not involve intense physical strain.

IV. WORKING CONDITIONS:

Incumbent performs duties in office buildings and outdoors, working with or near chemicals, fumes, dust, odors, and/or dirt. Incumbent must wear protective clothing, such as gloves and safety glasses when needed. Incumbent occasionally works extended hours, evenings, and weekends.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of the Maintenance Director for the Parks department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ If so, what? _____

No _____

Applicant/Employee signature Date _____