

**POSITION DESCRIPTION
COUNTY OF DECATUR, INDIANA**

POSITION: Part Time Seasonal Maintenance
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: Hours and Days Will Vary
JOB CATEGORY: LTC (Labor, Trades, Crafts)

Date Written: February 10, 2025
Dates Revised:

STATUS: Part-Time
FLSA 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. Decatur 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 Part Time Seasonal Maintenance for Decatur County Parks and Recreation Department, responsible for maintaining grounds and facilities.

DUTIES:

Performs grounds maintenance, including cutting limbs, removing fallen trees, pruning, mulching, raking and blowing leaves and debris, mowing, weed eating, trash pickup,

Performs daily cleaning and inspections of restrooms and monitors supplies.

Prepares shelters for reservations, including trash pickup, cleaning and stocking restrooms, etc.

Answers telephone including answering questions, providing information and assistance, and directing callers to appropriate individuals or departments.

Performs duties as assigned.

SKILLS AND KNOWLEDGE:

High school diploma or HSE with previous experience.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including passage of a drug test, background check and medical exam.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines and basic maintenance and sanitation requirements for assigned areas of responsibility.

Working knowledge of safety precautions and practices applicable to the proper use of equipment and working with variety of cleaning chemicals with the ability to read and understand equipment manuals and label directions for correct use of cleaning materials and supplies.

Working knowledge of maintenance practices, building and facility upkeep with the ability to complete related maintenance and safety measures as required.

Ability to operate a variety of hand and/or power tools in performance of duties including but not limited to hammers, screw drivers, wrenches, drills, power saws, chain saws, air compressor, driver, ratchet, files, mops, brooms and other tools as needed.

Ability to operate a variety of equipment in performance of duties including, but not limited to, power washer, mowers, tractors and other equipment as needed.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

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 disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions while applying knowledge of people and locations.

Ability to work alone with minimum supervision and with others in a team environment, work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to count, compute, and make arithmetic calculations.

Ability to occasionally work extended hours.

Possession of a valid driver's license and demonstrated safe driving record.

RESPONSIBILITIES:

Incumbent's assignments are guided by definite objectives using a variety of methods or procedures. Plans and arranges own work and refer to supervisor for unusual matters, such as policy interpretations. Incumbent follows standard operating procedures or policy and

procedural manuals. Incumbent must have supervisor's permission to deviate from standard operating procedures.

Incumbent reports directly to the Maintenance Supervisor.

PHYSICAL EFFORT:

Incumbent's duties involve the Ability to physically perform essential duties of the position, including sitting/walking at will, standing/walking for long periods, driving, lifting/carrying/pushing/pulling objects weighing over 50 lbs., handling/grasping objects, pushing/pulling, crouching/kneeling/bending/reaching, close/far vision, color/depth perception, hearing sounds/communications, and speaking clearly. Strain may be intense for frequent or moderate durations and effort is exerted regularly for sustained periods, usually in connection to such duties as working in extreme temperatures and cutting/splitting trees. Incumbent may be required to wear protective clothing or equipment.

WORKING CONDITIONS:

Incumbent performs a majority of duties in a variety of outdoor settings and in a garage/shop, involving walking on uneven terrain, exposure to extreme temperatures, works with or near chemicals, works near dust and dirt, and works in high places such as roofs and ladders. Safety precautions must be followed at all times to avoid injury to self or others.

Incumbent is occasionally required to work extended hours.

Applications should be submitted online at <https://decaturcounty.in.gov/employment>

Decatur County is an Equal Employment Opportunity Employer

Posted: 5/6/2025

Removed: 5/23/2025