

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN F

POST DATE: March 9, 2018

APPLICATION DEADLINE DATE: March 22, 2018

Applications to be filed with *Human Resources Department – Court House Annex.*

DEPARTMENT: Parks

POSITION: Seasonal Park Maintenance

START RATE OF PAY: \$ 9.54 per hour

HOURS WORKED: As Scheduled; **must be available for Weekends/Holidays**

OVERALL OBJECTIVE OF JOB: To perform general maintenance duties and repairs duties and to provide some security within the buildings and grounds of the Mauch Chunk Lake Park.

QUALIFICATIONS: High school diploma is required. Trade school training in electrical, plumbing, carpentry and painting or equivalent work experience is preferred. 1-2 years' experience in a maintenance environment preferred.

ESSENTIAL FUNCTIONS OF JOB:

1. Performs maintenance and repair duties as required on various buildings or areas and equipment.
2. Stocks department supplies.
3. Checks equipment for proper operation, and makes minor adjustments if necessary.
4. Makes rounds to ensure safety within buildings and grounds.
5. Checks janitorial supplies within shower and restroom facilities; replaces supplies as needed.
6. Cleans cabins, restrooms, and shower facilities on a daily basis.
7. Collects trash and litter daily and transports to trash receptacles.
8. Changes light bulbs as needed.
9. Removes boats from storage and places boats into storage.
10. Assists with the installation and removal of boat docks and fishing pier.
11. Removes snow manually from walkways and entranceways, or removes snow from other areas, as required.
12. Cuts grass and trims weeds, as required.
13. Makes repairs to damaged equipment.
14. Operates power equipment and hand tools to perform essential job duties.
15. Paints required fixtures, buildings and other objects as directed.
16. Performs minor carpentry duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
3. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
4. Must possess knowledge of the methods, tools and practices used in general maintenance and construction.
5. Must possess knowledge and ability to detect defects in equipment and make proper adjustments.
6. Must possess knowledge of the occupational hazards and safety precautions and the ability to exercise skill in the care and use of various tools and equipment.
7. Must possess ability to utilize County vehicles and various equipment such as a riding mower, weed trimmers, table saw, hand tools, etc.
8. Must possess ability to follow oral and written instructions.
9. Must possess ability to accurately and safely complete general repairs and maintenance on buildings and grounds.
10. Must possess ability to operate county vehicles used for maintenance and to cut grass in spring and summer.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand and walk intermittently for long periods throughout the workday, with occasional sitting, bending, twisting, stooping, climbing, carrying, pushing, pulling, reaching and grasping and driving as necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
4. Medium work, with frequent lifting/carrying of objects weighing from 25 - 50 pounds; occasionally lifts of 100-pounds.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the work day.
7. Must have average strength and physical endurance and ability to lift up to 100 pounds as necessary.

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