

**POSITION DESCRIPTION  
COUNTY OF PERRY, INDIANA**

**POSITION:** Facility Maintenance Assistant  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** 7:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operator, Technician)

**DATE WRITTEN:** November 2019

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

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

Incumbent serves as Facility Maintenance Assistant for the Perry County Parks and Recreation Department, responsible for performing clerical functions and assisting the Parks and Recreation Director with planning and organizing activities, including recreation programs, maintenance, walking trails, facilities, and outdoor programs. Incumbent is also responsible for following a consistent, safe maintenance program for County buildings and grounds under the direction of the Facility Maintenance Supervisor, including performing routine inspections, reviewing and completing work order requests from County departments, making notes and recommendations, prioritizing tasks to be completed, and documenting repairs, replacements, and work performed, in accordance with established policies, procedures and regulations.

**DUTIES:**

Assists Parks and Recreation Director with planning and directing department programs, services, resources, and assigned staff, including ensuring compliance with operations policies, procedures and related regulations, implementing goals, programs and services, and monitoring work performances.

Represents Perry County Parks and Recreation Department to elected officials, citizen groups, local communities, school systems, other government entities, and organizations.

Assists Facility Maintenance Supervisor with maintaining County buildings and grounds by following established maintenance schedules, inspecting buildings and grounds to detect any malfunctions and needed repairs, reviewing and completing work order requests from County departments, making notes and recommendations, and prioritizing tasks to be completed, and documenting repairs, replacements, and work performed.

Assists in monitoring air handling operations, plumbing, electrical and security systems, and notifies Maintenance Supervisor when malfunctions are detected and/or when emergency situations occur.

Makes minor repairs when necessary and appropriate without jeopardizing any warranties.

Maintains grounds, lawns, walkways, and landscaping, including sweeping sidewalks, picking up trash, mowing, weed eating, planting, trimming, spraying trees and shrubs, mulching, watering lawns and flowers, raking and removing leaves, and clearing snow and ice in winter months.

Maintains and services County vehicles and equipment, including monitoring odometers and gauges, checking windshield wipers, oil, fluids, and tire pressures, changing oil and filters when needed, washing, waxing, vacuuming, and servicing from dealer/vendor when necessary.

Operates a variety of hand and/or power tools and equipment in performance of duties, including, but not limited to, rotary mowers, weed eaters, chain saws, hammers, screwdrivers, wrenches, drills, air nozzle, air compressor, driver ratchet, calipers, files, micrometer, gauges, and drill press.

Uses various housekeeping supplies such as trash bags, floor, window, sink, and toilet bowl cleaners/disinfectants.

Responsible for emptying refuse containers, replacing trash liners, picking up refuse and debris from park buildings and grounds, and handling and disposing of recyclable storage containers and materials at County buildings.

Demonstrates continuous efforts to help improve operations, decrease turn-around times, streamline work processes, and works cooperatively and jointly with the director and/or supervisor to provide positive public relations and service.

Performs various clerical duties, including, but not limited to, answering telephone and providing information and assistance to callers, data entry and typing, copying, filing, and distribution of documents, such as correspondence, contracts, leases, bid specifications, and accident reports.

Records, transcribes, e-mails or mails Perry County Park Board minutes and agendas to appropriate entities and parties. Schedules/logs reservations for park buildings, facilities, and special events and maintains files of leases and contracts. Opens and closes park facilities, including weekends and Holidays.

Assists in the direction and supervision of community service workers when needed or assigned.

Performs other related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Maintains a valid Indiana Driver's License and a demonstrated safe driving record.

Ability to work independently and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to assist in planning and directing of Parks and Recreation Department programs, services, resources, and assigned staff, including ensuring compliance with operations policies, procedures and related regulations, monitoring work performances, following policies and procedures, and implementing goals, programs and services.

Ability to perform routine building maintenance duties, including painting, changing light bulbs, and minor repairs.

Knowledge of and ability to make practical application of maintenance policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Auditor, Park Board members, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work with and maintain relationships with contracted vendors and technicians.

Ability to operate various hand and/or power tools in performance of duties, including, but not limited to, rotary mowers, weed eaters, chain saws, hammers, screwdrivers, wrenches, drills, air nozzle, air compressor, driver ratchet, calipers, files, micrometer, gauges, and drill press..

Ability to use various housekeeping supplies and maintain buildings and grounds.

Working knowledge of standard office procedures and computer programs used by the department, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard bookkeeping practices and principles, and ability to perform arithmetic calculations and prepare related statements and reports.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.

Knowledge of standard filing systems and ability to create and maintain department files.

Ability to operate standard office equipment, such as telephone, typewriter, computer, printer, fax machine, copier, and calculator.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to 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 understand, memorize, retain, and carry out written and oral instructions, make determinations and present findings in oral or written form.

Ability to work days, evenings, occasionally work extended hours, weekends and Holidays, and attend meeting/training as required.

**II. RESPONSIBILITY:**

Incumbent performs a variety of standard, recurring duties according to policies and procedures, with priorities primarily determined by the Perry County Parks and Recreation Director and Facility Maintenance Supervisor. Errors in work are primarily detected or prevented through prior instructions from supervisor. Undetected errors could result in loss of time to correct error.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with Perry County Parks and Recreation Director and Facility Maintenance Supervisor, co- workers, other County Departments, Commissioners, County Administrator, Park and Tourism board members, volunteers, and the public for purposes of exchanging and explaining information, coordinating operations, and supervising and directing assigned personnel.

Incumbent reports directly to the Perry County Parks and Recreation Director and Facility Maintenance Supervisor.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, indoor and outdoor settings, and/or vehicle, involving sitting/standing for long periods, sitting/walking at will, lifting/carrying objects weighing more than 75 pounds, bending, reaching, crouching/kneeling, driving, crawling in confined spaces, pushing/pulling objects, climbing stairs/ladders, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be required to work in extreme temperatures, wet/icy surroundings, near fumes, gases, chemicals, dust, and dirt. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent must wear protective clothing or equipment, such as rubber gloves, hearing and eye protection, and safety vest when operating hand and/or power tools. Incumbent works days, evenings, occasionally works extended hours, weekends and Holidays, and attends meeting/training sessions as required.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Facility Maintenance Assistant for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it's 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 \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name