

Seneca Parks - Position Description

TITLE: Park Seasonal

PROGRAM: Operations / Natural Resources

<p>Name and Title of Supervisor: Operations Manager, Nature Preserves Manager, or Natural Resource Manager as assigned</p>	<p>Exempt: Non Exempt: X</p>
<p>Work Schedule: varies, 8 hour typical maximum day length, M-F, and evenings and weekends as necessary</p>	<p>Status: Seasonal</p>

POSITION SUMMARY:

Perform a broad spectrum of maintenance and Natural Resources functions to help maintain the highest standard of operation, maintenance, and public service.

POSITIONS SUPERVISED:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under supervision of Operations Manager, Nature Preserves Manager, or a Park Manager:
- Perform janitorial duties: clean facilities, pick-up litter, remove trash.
 - Maintain vehicles and general equipment; perform preventative maintenance and repairs.
 - Perform a variety of landscaping and forestry activities: tree trimming, pruning, planting, etc.
 - Perform erosion control and storm clean-up activities.
 - Perform a variety of maintenance projects.
 - Operate power tools and equipment; trucks with trailers, tractors, mowers, etc.
 - Perform the necessary labor to control or eliminate non-native vegetation as directed.
 - Assist with the maintenance and inventory of equipment and supplies.
 - Assure facilities are ready for special functions and/or naturalist programs.
 - Open and close parks, as needed.
 - Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Must either possess required certifications prior to employment or be eligible to be certified and maintain all certifications for the job upon employment.
- Possess and maintain valid Ohio driver’s license, personal auto insurance, and ability to be insured under park insurance policy.
- In-depth interpersonal skills: demonstrated sensitivity and empathy.
- Broad, general understanding of natural resources and environment preferred.
- Broad, general maintenance and mechanical skills preferred.
- Demonstrated ability to operate equipment; knowledge of related safety regulations.
- Demonstrated ability to work without supervision.
- Computer skills: word processing, data entry.
- Problem solving and troubleshooting skills.
- Demonstrated ability to operate hand and power tools.

ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear.
- The employee frequently is required to use hands and fingers, handle or feel and is required to reach with hands and arms.
- The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell.
- The employee must regularly lift and /or move up to 25 pounds and may occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme weather conditions during all seasons; fumes or airborne particles; and confined spaces.
- The employee may be exposed to animal and/or human body fluids.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- Experience in working with common power tools, mowers, and general outdoor maintenance tools preferred.

GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the mission of Seneca Parks and the needs of its constituents, as well as possess and demonstrate an appreciation of the philosophy and objectives of Seneca Parks.

The employee:

- is responsible to maintain confidentiality; follow chain of command; communicate and work professionally with employees, members of the public, related public agency staff, community businesses and service providers; demonstrate trust and integrity, high ethical standards, interpersonal competence and the ability to prevent, reduce and resolve conflict; and, to provide accurate and timely record keeping and reports as required by the position;
- is responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position;
- is required to travel, within and/or beyond the county;
- is responsible to attend meetings and training programs related to the position held;
- is responsible to obtain and/or maintain valid certification, licensure or registration as required by this position;
- must demonstrate regular and predictable attendance.

Seneca Parks promotes a non-hostile and non-discrimination work environment. Employees must adhere to respectful conduct and language at all times. It is expected that all employees follow Seneca Parks' policies, procedures, rules, and regulations.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date