

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Assistant Maintenance Supervisor  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** LTC (Labor, Trades, Crafts)

**DATE WRITTEN:** February 2010

**STATUS:** Full-time

**DATE REVISED:**

**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. Cass 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 Assistant Maintenance Supervisor for the Cass County Parks and Recreation Department, responsible for performing general upkeep and maintenance of County parks, facilities and grounds and supervising part-time staff.

**DUTIES:**

Supervises assigned staff and community service workers, including making work assignments and providing safety training/instruction for proper use/care of equipment.

Maintains park buildings and grounds, including painting, mowing grass, trimming/cutting shrubs and trees, landscaping, spraying pesticides/herbicides, raking leaves, splitting wood, grooming trails, and removing trash and debris. Assists in maintaining safety in ice and snow, including snow removal and applying salt to trails/roads in winter as needed.

Cleans and services rest rooms, including sweeping/mopping floors, cleaning toilets and urinals, removing trash and replacing trash bags, cleaning walls and ceilings, and restocking soap and paper products.

Maintains pavilions and rental lodges, including making minor repairs, sweeping floors, removing trash and replacing trash bags, wiping off tables/seats, and draining water lines prior to winter.

Routinely inspects parks and playground equipment for safety hazards, vandalism, and fallen trees, notifying supervisor of damage or repair requests/costs as appropriate.

Maintains and purchases cleaning supplies and repair parts as needed.

Cleans and services Department trucks, tractors and equipment, including checking fluids and changing oil, replacing parts, changing tires, sharpening blades and other preventive maintenance as needed.

Regularly operates various trucks/equipment/tools in the performance of duties, including tractor, mowers, back hoe, bush hog, bucket truck, dump truck, grinder, drill press, cutting torch, welding equipment, pressure washer, weed whip, hammers, screw drivers, wrenches, drills, power saws, chain saw, air nozzle, air compressor, ratchets, deburring/deflashing tools, rakes, shovels, mop, broom, and other equipment as needed.

Fabricates park signs and performs other woodworking tasks as needed.

Assists Park Security as necessary.

Performs related duties as assigned.

### **I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Working knowledge of maintenance practices, building upkeep, and basic carpentry, plumbing, masonry, welding and electrical trades, with ability to complete repairs on buildings and equipment, analyze and diagnose causes of mechanical and electrical malfunctions, and complete related maintenance and safety measures as required.

Knowledge of safety precautions and practices applicable to working with a variety of pesticides, herbicides, and cleaning chemicals and ability to read and understand label directions for correct mixing and use of chemicals/supplies.

Knowledge of standard English grammar, spelling and punctuation, and ability to complete and maintain accurate records of maintenance/repair activity and safety/accident reports.

Ability to safely operate various hand and/or power tools in performance of duties, such as hammers, screw drivers, wrenches, drills, power saws, chain saw, air nozzle/compressor, ratchets, deburring/deflashing tools mop, broom and other tools as needed.

Ability to safely operate various trucks/equipment in performance of duties, such as tractor, mowers, back hoe, bush hog, bucket truck, dump truck, grinder, drill press, cutting torch, welding equipment, pressure washer, weed whip and other machinery/equipment as needed.

Ability to supervise part-time staff and community service workers including making work assignments and providing safety training/instruction for proper use/care of equipment.

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 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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

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

Ability to apply knowledge of people and/or locations, plan/layout assigned work projects, and count/perform basic arithmetic calculations.

Ability to read/understand detailed blueprints, equipment/technical manuals, specifications, and product labels.

Ability to physically perform essential duties, including driving, bending, reaching, crouching/kneeling, standing/walking for long periods, walking on rough terrain, climbing ladders, pushing/pulling objects, moderate to heavy lifting, working in awkward or cramped positions, close/far vision, depth perception, hearing mechanical sounds and handling/grasping objects.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, occasionally under time pressure, and on several tasks at the same time.

Ability to obtain and maintain knowledge of developments and/or trends in building maintenance, repair, and preventive care.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and complete required paperwork.

Ability to regularly work evenings and/or weekends and occasionally work extended hours as needed.

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

## **II. RESPONSIBILITY:**

Incumbent performs specific park and building maintenance duties with priorities primarily determined by supervisor. Assignments are set jointly by incumbent and supervisor with some degree of flexibility in the job. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Incumbent refers concerns/unusual conditions to supervisor as needed, such as misuse of facilities or potentially dangerous equipment. Errors in work are primarily detected or prevented through procedural safeguards and notification from other staff or the public. Significant care and skill are needed to protect tools/equipment and County property and to prevent injury to self and others.

Incumbent reports directly to Maintenance Supervisor.

## **III. PHYSICAL EFFORT:**

Incumbent's duties may involve continuous physical exertion, driving for extended periods, moderate to heavy lifting, carrying and pushing/pulling objects, sitting/standing/walking for prolonged periods, walking on rough terrain, climbing ladders, bending, reaching, crouching, working in awkward or cramped positions, close/far vision, depth perception, hearing mechanical sounds, and handling/grasping objects.

## **IV. WORKING CONDITIONS:**

Incumbent performs majority of duties outdoors, in a garage/shop, and while operating equipment and is frequently exposed to normal hazards associated with building and grounds maintenance, including heavy machinery, excessive noise, moving parts, toxic chemicals, combustible fuels, dust, dirt, fumes, slippery surfaces, working in high places, extreme temperatures and wet/icy conditions. In responding to emergency situations, incumbent may be exposed to downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent regularly works evenings and/or weekends and occasionally works extended hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Assistant Maintenance Supervisor 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 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\_\_\_\_\_ No\_\_\_\_\_

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

\_\_\_\_\_  
Date

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