

POSITION DESCRIPTION

Title: **Maintenance Crew Leader (Benefited)**

Supervisor: Park Ranger – Maintenance
Wage: \$10.00 per hour
Hours: 1,385 hours per year
Start: October 2012
End: June 2013
Schedule: 40-hour weeks, generally 8 a.m. to 4:30 p.m. with occasional weekends, and holidays (8-months)

Purpose:

To supervise crews in maintaining park facilities for visitor safety and satisfaction

Duties:

1. Perform journeyman level maintenance of park facilities, to include electrical, plumbing, carpentry, mechanical and painting.
2. Maintain park vehicles and equipment, to include routine service of oils, filters, brakes, tires and other normal maintenance items.
3. Construct, install and repair fences, tables, grills and signs
4. Operate heavy equipment and machinery (backhoe, skid steer, grader, loader)
5. Maintain grounds to include mowing, trimming, weeding and landscaping
6. Supervise assigned maintenance employees to include scheduling, make routine assignments, provide evaluations and promote a positive work environment.
7. Write reports, communicate through email with colleagues and supervisor, research products and seek quotes via phone, email and internet
8. Assist the Park Ranger – Maintenance with special projects

Minimum Qualifications:

1. 18 years old or older
2. High School Diploma
3. Current commercial driver's license – Class B.
4. Literate in Microsoft Office applications, and email
5. Ability to work outdoors in a variety of weather conditions and terrain
6. Ability to lift heavy objects (up to 100 pounds)
7. Ability to supervise other employees
8. Ability to perform intermediate level carpentry, electrical, plumbing, and mechanical repairs.
9. Self-directed, motivated, and able to work independently, resolving problems and directing crews with little oversight

Additional Benefits:

1. Uniform shirt and hat
2. Medical & Dental insurance
3. Vacation Leave, sick Leave, retirement contribution
4. Training opportunities