



TOWN OF DANVILLE
PARK MAINTENANCE TECHNICIAN (PROJECTS)
JOB DESCRIPTION

UPDATED JULY 2021

JOB TITLE:	Park Maintenance Technician (Projects)
DEPARTMENT:	Parks and Recreation Department
LOCATION:	Danville, IN
REPORTS TO:	Superintendent and Assistant Superintendent
SALARY:	\$18-24.10/hr
TYPE OF POSITION:	Full Time
HOURS:	40 hours per week some nights and weekends as needed
OVERTIME:	Yes if needed

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES

Works as support staff for divisions and services of the Danville Parks and Recreation Department:

- Plan, organize and coordinate projects for the maintenance of parks, park facilities, parkways and playground areas.
- Assist in the scheduling of work projects and the determination of equipment, material and personnel needs.
- Inspect and review work progress and performance and resolve work problems.
- Adhere to contract maintenance specifications on all facilities and vehicles.
- Provide oversight for the timely payment of contractor invoices, including record keeping and general administration.
- Provide leadership in organizing and enforcing park rules.
- Must be a catalyst for safety. Adhere to all department and safety guidelines set forth by OSHA, Parks and Recreation Department and the Town of Danville.
- Coordinate park maintenance construction activities with other Town departments, divisions and outside agencies, community groups and general public.
- Provide leadership and participate in budget preparation, administration and control.
- Prepare and supervise the maintenance of a variety of records and reports.
- Respond to difficult complaints and requests for information, with an action plan.
- Assist in selecting, training, supervising and the evaluation of subordinates.

Respond to and resolve difficult and sensitive citizen inquiries and complaints maintaining a customer service philosophy that is responsive.

Operate a motor vehicle to assist in carrying out the business of the Department and the Town.

All other duties as assigned by the Assistant Superintendent and Superintendent.

This position will be subject to the rules, policies, and operating procedures established by the Park and Recreation Board and the Town of Danville, as they may be amended from time to time.

QUALIFICATIONS AND SKILLS

Experience and abilities in the area of construction. This includes electrical, plumbing, welding and carpentry.

Experience and abilities in mechanical aspects. This includes automotive and small engine mechanics.

Experience and abilities in machinery operation. This includes tractors, mowers, vehicles and other small engine machines.

Experience and abilities in janitorial work. This includes facility maintenance and cleaning.

Must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.

Must obtain Certification in infant, child and adult CPR and Standard First Aid within 6 months of hire.

Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.

Must be able to recommend and implement goals, objectives, and practices for providing effective and efficient parks and recreation operations and service delivery.

Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Must have a safe work record with good ethics and dependable attendance record.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands and fingers, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to stand. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds with the use of personal safety equipment. The employee at times will be exposed to diverse weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name

Approved By (To Be Signed by All Park Board Members):

Date Hired :