

**PARKS & RECREATION MAINTENANCE TECHNICIAN II**  
Pulaski County

**Department:** Parks & Recreation

**Reports to:** Parks and Facilities Manager  
Assistant Director

**Supervision Exercised:** N/A

**Supervision Received:** Minimal instruction and supervision after orientation period

**Classification (FLSA):** Non-Exempt, Full-Time

**Work Hours:** Flexible work schedule with availability to work evenings and/or weekends in accordance with business needs during certain times of the year as dictated by a specific sport.

**ESSENTIAL FUNCTIONS:** Maintenance Technician performs responsible skilled work in the maintenance, repair, and care of the Pulaski County Recreation fields, gymnasiums, structures, parks, and other county owned properties. Work requires day, evening, and weekend flexibility throughout the year. Eight hour days are required but schedule allows for flexibility throughout a seven day work week depending on the time of year. Certain times of year may require work beyond a forty hour work week. Winter maintenance type work hours are limited due to weather, which will require evening supervision, possible officiating and providing assistance with recreation sport leagues.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

**RESPONSIBILITIES:**

- Routine care of shelters and grounds including but not limited to: rock collection, shoveling dirt, trash collection, sweeping and mopping, spraying weed repellent and manually pulling weeds
- Assist with additional assigned tasks such as painting and mulching as directed by supervisor
- Daily trash collection in Pulaski County Parks as assigned by supervisor
- Daily janitorial duties in Pulaski County Parks restroom facilities as assigned by supervisor
- Mowing and weed eating as directed by supervisor

- Operate automotive or power equipment such as, but not limited to, mower, 4-wheeler, tractor, truck, bobcat, lifts, and other associated equipment, as directed by supervisor
- Transportation of recreation equipment and supplies to various facilities and gyms
- Evening and weekend supervision of field and gym activities as directed
- Flexible work schedule with availability to work evenings and/or weekends in accordance with department needs
- Operates hand held (rakes, shovels, hammer, etc.) or mechanically driven equipment on a regular basis

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work cordially and professionally with staff members and the general public
- Ability to be professional, alert, courteous, and tactful with others
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Knowledge of general emergency and safety procedures

**ADA REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The position also requires frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses. This job operates in a professional capacity at all times. Work is performed under various conditions (cold, heat, rain, etc.).

**EDUCATION AND EXPERIENCE:**

- High School diploma required
- Work must be performed onsite at Pulaski County facilities and is not conducive of a work from home environment
- Must have a valid driver's permit

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures as set forth.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_