



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **PARKS MAINTENANCE WORKER**

DAWSON COUNTY PARKS & RECREATION  
Full-Time/Hourly/Non-Exempt

### **JOB SUMMARY**

The purpose of this position is to prepare and maintain athletic fields and facilities for use by the department and the general public. Successful performance helps ensure safe and well-maintained grounds and ball fields and affects the public image of the county government.

### **ESSENTIAL DUTIES**

- Performs carpentry duties such as installing and painting sheetrock, repairing roofs, and repairing fences.
- Performs landscaping duties such as cutting grass and weed-eating.
- Maintains ball fields by cutting grass, dragging fields, placing bases and goals, applying lines to fields, and picking up trash.
- Maintains the swimming pool by vacuuming and back flushing; checks chemical levels and makes adjustments as necessary; performs minor repairs, including replacing lights, receptacles, fixtures, and breakers.
- Maintains the grounds at department facilities by cutting grass, trimming trees and hedges, planting grass, spreading hay, and edging lawns.
- Performs routine maintenance on grounds maintenance equipment and vehicles, including checking fluid levels, replacing blades, and performing minor repairs.
- Performs minor plumbing repairs.
- Performs minor electrical repairs; replaces light bulbs, fuses, and breakers in department offices, gyms and at ball fields.
- Performs housekeeping duties such as sweeping, mopping, buffing, waxing, and vacuuming floors; pick up trash; cleans bathrooms and offices.
- Performs other related duties as assigned.

### **KNOWLEDGE / SKILLS / ABILITIES**

#### **KNOWLEDGE OF:**

- County and safety policies and procedures.
- Athletic field maintenance techniques.
- Grounds maintenance techniques.
- Carpentry, plumbing, and electrical practices.

**SKILL IN:**

- Operating such tools and equipment as tractors, lawnmowers, bush hogs, weed-eaters, sod cutters, line machines, electric hedge clippers, chainsaws, chippers, and various hand tools.
- Identifying and solving problems.
- Dealing with the public.
- Oral and written communication.

**ABILITY TO:**

- Read, write, and perform basic mathematical calculations.
- Perform some heavy lifting.

**CONTACTS**

- Contacts are typically with co-workers, community service workers, inmates, vendors, and the general public.
- Contacts are typically to exchange information and provide services.

**ADA MINIMUM REQUIREMENTS**

**Scope of Performance:** The purpose of this position is to prepare and maintain athletic fields and facilities for use by the department and the general public. Successful performance helps ensure safe and well-maintained grounds and ball fields and affects the public image of the county government.

**Sensory Requirements:** Contacts are typically to exchange information, resolve problems, provide services, motivate personnel, negotiate and settle matters, and justify decisions.

**Physical Ability:** The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee is frequently required to lift light and heavy objects, up to 15 pounds regularly and up to 75 pounds occasionally, climb ladders and use tools or equipment requiring a high degree of dexterity.

**Sensory Requirements:** Contacts are typically to exchange information, resolve problems, provide services, motivate personnel, negotiate and settle matters, and justify decisions.

**Environmental Factors:** The work is performed indoors, in a stockroom, or outdoors. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as mask, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The Lead Maintenance Tech assigns work in terms of general instructions. Completed work is reviewed for compliance with instructions and procedures, accuracy, and the nature and propriety of the final result.

**MINIMUM QUALIFICATIONS / CERTIFICATIONS**

- Applicant must be 18 years of age or older.
- Applicant must have ability to read, write, and perform basic mathematical calculations; high school diploma or equivalent is preferred.
- Applicant must have possession of or the ability to readily obtain a driver’s license issued by the State of Georgia and a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_