



COLUMBIA COUNTY, OREGON
JOB TITLE: PARK MAINTENANCE WORKER I
DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	General Services	JOB CODE:	462
SUPERVISOR:	Director, General Services	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform a variety of duties in the maintenance and construction of county park facilities and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Perform general park maintenance and construction duties in the repair and construction of buildings, tables, stoves, bridges, tools, and equipment, boat ramps, docks, and other items requiring the use of hand and power tools, operation of a backhoe, crawler, front end loader, and other similar equipment.

Maintain developed grounds and trails including mowing and trimming turf areas, pruning trees, and trimming shrubs. Remove safety hazards related to grounds maintenance requiring the operation of chainsaws and related tools and equipment. Maintain park grounds in clean condition including the removal of trash and debris.

Clean and maintain restrooms in sanitary condition. Replenish restroom supplies as needed. Agitate material in holding tanks of composting toilets.

Perform minor plumbing and carpentry tasks in the maintenance of buildings and facilities.

Assign and oversee park maintenance work performed by park hosts, volunteers, and others as needed.

Perform preventative maintenance and repairs to small tools and equipment. Order materials, supplies, and appliances for maintenance activities.

Provide information to the public as required regarding facilities available, park rules and regulations, park flora and fauna, historical data, and related information.

Patrol parks for detection of fires and protection of natural features, which may require the operation of motorized watercraft.

Detect and report any unusual conditions, including major repairs.

Monitor inventory and stock supplies including, restroom and janitorial supplies, paper goods, and facilities equipment wear parts as needed.

Recommend and implement policies, procedures, and work standards and practices for a more efficient departmental operation.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Maintain county facilities and equipment and keep in a clean, safe, and working order. Observe, report, and correct any safety or building code violations.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.



COLUMBIA COUNTY, OREGON
JOB TITLE: PARK MAINTENANCE WORKER I
DATE: DECEMBER 1, 2023

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist park hosts or volunteers. May lead projects to the extent of organizing, training, assigning and reviewing work.

SUPERVISION RECEIVED: Work is performed under the general direction of the General Services Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. One year of experience relating to the care and maintenance of buildings and/or grounds. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy. Must possess or have the ability to acquire within six months of hire, First Aid, CPR, and AED certifications and a Boater Education Card from the Oregon State Marine Board.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of the operation of maintenance and construction tools and equipment. Knowledge related to park rules, regulations, flora, and fauna. Some knowledge of the care and repair of grounds, facilities, and first aid and CPR practices.

Skill in general business software programs and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Operate a variety of hand and power equipment in a safe and effective manner, occasionally under adverse weather conditions.
- Enforce park rules and regulations and ensure the safety and welfare of employees and park visitors.
- Pull and back-up utility trailers, drive a standard shift vehicle and safely operate a motor vehicle in inclement weather conditions.



COLUMBIA COUNTY, OREGON
JOB TITLE: PARK MAINTENANCE WORKER I
DATE: DECEMBER 1, 2023

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, frequently required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. Frequently required to climb or balance. Must regularly lift and move objects up to 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is performed primarily in an outdoor environment with exposure to all weather and terrain conditions. Operation of chainsaws, motorized watercraft and other motorized vehicles may expose position to unusual hazards. Work requires frequent driving in all types of weather conditions over different terrains. May be required to travel at nighttime, on weekends or in inclement weather to verify parks conditions. Can require working on holidays, weekends and leave from work must be minimal during summer months.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***