



## Job Description – Parks Maintenance Technician

Location: Whitestown, IN

Full/Part Time: Full Time

Regular/Temporary: Regular

Reports to: Parks Operations Manager

Wage: DNE \$25/hr

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### Job Purpose:

This position performs a variety of maintenance, repair, and operation work for the Town of Whitestown's park system and park events.

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### Essential Duties and Responsibilities:

The essential functions or duties listed below are illustrations of the type of work that is performed. The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. 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.

- Maintains landscaping at all park and trail locations; including mowing, weeding, planting, clearing brush, etc.
- Maintains all park properties during snow season; including preparation, salting, and snow removal.
- Maintains Park facilities; including janitorial duties, general maintenance and repairs, landscaping, etc.

- Operates light and heavy machinery including but not limited to heavy trucks, zero-turn lawnmower, skid steer, backhoe and other equipment as assigned.
  - Maintains splashpad during operating months; including checking and adjusting chemicals, cleaning, and repairing as needed.
  - Assist event coordinator with event set up, tear down, and labor execution.
  - Maintain a variety of maintenance related records.
  - Ensure proper maintenance of tools and equipment by cleaning and checking after use.
  - Ensure all park properties are kept to a standard of cleanliness.
  - Work weekend, evenings, holidays, and long work week hours as needed.
  - Performs similar or related work as required or approved by the Operations Manager or Parks Director.
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### **Education, Knowledge, and Skills:**

- High School Diploma or equivalent.
  - Knowledge of basic principles, practices, tools, equipment, and supplies required to maintain park properties.
  - Knowledge of basic safety practices related to the job.
  - Ability to obtain CPSI, AFO, and other certifications as needed.
  - Ability to understand and follow oral and written instructions.
  - Ability to organize own work, set priorities, and meet critical time deadlines.
  - Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
  - Possession of a valid driver's license and must remain insurable through the Town of Whitestown's Insurance carrier.
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### **Physical Demands/Work Environment:**

The incumbent must be able to:

- Stand and walk for long periods of time.
- Ability to lift and move 50 lbs.
- Ability to climb, balance, crouch, crawl, kneel, etc.
- Work duties may be performed in an office setting, outside, in inclement weather, etc.

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**To apply for this position, please send your resume to Katie Barr, at [kbarr@whitestown.in.gov](mailto:kbarr@whitestown.in.gov).**