

## JOB ANNOUNCEMENT:



### **Park Services I or II**

***Come join our team and help care for the beautiful county parks!***

DEPARTMENT: Elkhart County Parks (Indiana)  
WORK SCHEDULE: Varies; as assigned and includes weekends and evenings  
JOB CATEGORY: LTC (Labor, Trades, and Crafts)  
SALARY RANGE: \$20.54 - \$25.12/hour based on education and experience  
BENEFITS: Health, Dental, Vision, Life Insurance, LTD Insurance, Health Clinic, Retirement Pension, 13 Paid Holidays + Vacation and Sick Time  
STATUS: Full-time 40 hours/week, Non-exempt

*To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Elkhart provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.*

**Incumbent serves as Park Services II for the Elkhart County Parks & Recreation Department, responsible for maintaining park facilities, grounds, and equipment, supervising assigned personnel, and protecting park lands and visitors.**

#### DUTIES:

- Inspects and performs regular protection and maintenance of turf, flora, fauna, and trails, and disposes of trash/litter. Tree and/or trail maintenance may include chain sawing, removing debris, and/or chipping.
- Inspects and performs maintenance of assigned buildings and structures, including cleaning, minor repairs, and painting. Reports any sign of unsafe or deteriorating conditions in any park facilities to supervisor.
- Supervises assigned staff and/or volunteers, including interviewing applicants, making hiring recommendations and hiring new employees, providing orientation/training/corrective instruction, and making work assignments.
- Plows roads/parking areas, shovels snow from sidewalks, and removes leaves.
- Performs routine repair and service of assigned equipment and vehicles.
- Assists with programs and events, enforces park regulations, and provides security services, including conflict resolution and crowd/traffic control.
- Patrols park properties by vehicle, bicycle, ski, watercraft, or on foot, and assists park visitors as needed.

- Maintains records of work activities and other documents and provides reports, as necessary.
- Performs related duties, as assigned.

#### SKILLS AND KNOWLEDGE:

Two (2) years of post-secondary education in related field, Bachelor's degree preferred, with two (2) to five (5) years of related work experience.

Must be at least eighteen (18) years of age.

Possession of or ability to obtain/maintain within six (6) months of hire certifications in standard first aid and adult/infant CPR, and completion of chainsaw safety course.

Ability to meet all employer and Department hiring requirements, including passage of a drug test, polygraph tests, and background check. Must be Hepatitis B vaccine eligible.

Practical knowledge of and ability to make practical application of department policies and procedures, County ordinances, and applicable OSHA safety policies and procedures.

Practical knowledge of methods, practices, equipment, and materials used in grounds and facility maintenance, with ability to maintain park grounds and complete repairs on park facilities and equipment as needed.

Practical knowledge of safety precautions and practices applicable to working with a variety of pesticides, herbicides, and cleaning chemicals and ability to read and understand label directions for correct mixing and use of chemicals/supplies.

Working knowledge of standard English grammar, spelling, and punctuation, with ability to prepare documents and detailed reports.

Ability to supervise assigned staff and/or volunteers, including interviewing applicants, making hiring recommendations and hiring new employees, providing orientation/training/corrective instruction, and making work assignments.

Ability to physically perform essential duties of the position, including sitting and walking at will, sitting/standing/walking for long periods, walking on uneven terrain, bending, reaching, crouching, kneeling, handling/grasping/fingering objects, climbing ladders/stairs, pushing/pulling/lifting/carrying objects weighing under 50 pounds, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and driving.

Ability to operate various vehicles/equipment/tools in the performance of duties, including skid loader, tractor, RTV/ATV, forklift, mower, chipper, trimmer, pruner, chainsaw, blower, grinder, drill press, table saw, belt sander, hand drill, paint sprayers, welding equipment, cutting torch, hammer, wrench, ratchet, screw driver, calipers, deburring/deflashing tool, file, gauge, pumps, air compressor, air nozzle, sand blaster, router, power saw, pressure washer, shovel, rake, broom, mop, and other equipment/tools as needed.

Ability to work alone and with others in a team environment and work rapidly for long periods and on several tasks at the same time, often under time pressure.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County employees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to read, understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to count, perform simple arithmetic, and calculate.

Ability to plan and layout assigned work projects, read/utilize equipment manuals, read/interpret detailed prints, sketches, layouts, specifications, and maps, research the internet, and prepare detailed reports.

Ability to regularly work weekend, extended, and evening hours, serve on 24-hour call on rotation basis, and occasionally travel out of town for training, but not overnight.

Possession of a valid driver's license and demonstrated safe driving record.

#### RESPONSIBILITY:

Incumbent performs duties according to a formal schedule with a flexible, customary routine. Assignments and objectives are set jointly by incumbent and supervisor and are determined by service needs of the public and seasonal deadlines. Incumbent receives indirect or occasional supervision and must have supervisor's permission to deviate from standard operating procedures. Errors in work are primarily detected or prevented through procedural safeguards and supervisory review.

Incumbent reports directly to Park Services III

#### PHYSICAL EFFORT:

Incumbent's duties involve high physical exertion at times, and include sitting and walking at will, sitting/standing/walking for long periods, walking on uneven terrain, bending, reaching, crouching, kneeling, handling/grasping/fingering objects, climbing ladders/stairs, pushing/pulling/lifting/carrying objects weighing under 50 pounds, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and driving.

#### WORKING CONDITIONS:

Incumbent performs duties primarily outdoors or in a garage/shop and is exposed to high places such as ladders/roofs/trees, extreme temperatures, wet/icy surroundings, chemicals, fumes, odors, dust, and dirt, noisy environments, and hostile/irate individuals. Incumbent must follow standard safety protocol, universal precautions, and wear protective clothing or equipment.

Incumbent regularly works weekend, extended, and evening hours, serves on 24-hour call on rotation basis, and occasionally travels out of town for training, but not overnight.

***Deadline to Apply: May 3, 2024***

PLEASE APPLY ONLINE AT: <https://elkhartcounty.com/en/residents/careers/>

Elkhart County  
Human Resources  
117 N. Second Street  
Goshen, IN 46526  
Phone: 574-535-6725

*Pre-employment background check and drug screen required*

*Must have a valid driver's license*

*Elkhart County is an Equal Opportunity Employer*