

**Adams County  
Corning, Iowa  
Position Description**

<b>Job title</b>	Maintenance Tech. (FT)	<b>Reports to:</b> <i>Conservation Director and Park Officer</i>	FLSA category: Non-exempt
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**Job purpose**

- Under specific direction of Director and/or Park Officer, performs manual labor needed to maintain and improve recreation areas managed by the Conservation Board.

**Duties and responsibilities**

The following duties are normal for this position. These duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Performs unskilled and semi-skilled tasks required in the maintenance of parks, park facilities, and wildlife areas, performs physical labor tasks in a wide variety of activities.
- Assist in park maintenance work, such as repair of facilities, equipment, grounds, roads and trails.
- Operates tractors, trucks and mowers in cutting grass, hauling materials, picking up garbage, paints, repairs, install signs, trim trees and shrubs.
- Cuts trees and clears brush from trails, set up boat docks and plant trees, shrubs, and flowers.
- Custodial duties such as cleaning restrooms and cabins.
- Provides helpful and general information to visitors.

**Qualifications**

Must have or be able to attain Iowa Class A CDL driver's license within the 6 month probationary period, is at least age 18 and have a general working knowledge of tools and equipment. Must have or will attain Pesticide Certification within the 6 month probationary period.

**Specialized knowledge, Skills, and Abilities**

Capacity to operate and maintain a wide variety of vehicles, and equipment in the work of the Conservation Board Areas.

Ability to think for one's self in order to carry out the maintenance operations in a safe and efficient manner. Knowledge of variety of equipment and tools with the ability to detect minor and major malfunctions. Basic understanding of natural resources and management practices. Capacity to work with the public.

**Certification**

Valid Iowa Class A CDL driver's license or be able to attain within the 6 month probation period and proof of insurance is required.

**Working conditions**

The work environment will vary with duties that require both indoor and outdoor work. Work outdoors can be expected at various times of the year under a variety of different weather

situations including inclement weather as well as hot, cold, wet, dusty, dirty, noisy, fummy, snowy conditions. Exposed to extreme noise and vibrations. Ability to drive vehicles with manual transmissions. Irregular hours including weekends, holidays, and special events.

**Physical requirements**

The person in this position needs to frequently move and traverse across uneven ground in the course of maintaining Conservation Board Areas. Constantly will be operating hand tools and other equipment which may involve ascending and descending ladders, using large mowers, trimmers, and other maintenance equipment. Frequently moves and positions materials weighing up to 50 pounds. Frequently must position self to accomplish variety of outdoor tasks.

**Direct reports**

Occasional supervision of seasonal employees if Director or Park Officer are not available.

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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>