



WARREN COUNTY PARK DISTRICT FACILITIES MAINTENANCE TECHNICIAN

PART TIME POSITION

- **LOCATION:** Based at Armco Park, serves other park locations as needed
- **PAY:** Starting at \$18 per hour
- **SCHEDULE:** Mostly 1st shift weekdays with possible weekend & holiday work

SUMMARY

The **Facilities Maintenance Technician** serves the community by providing functional, safe, and attractive park facilities. The position performs skilled labor including carpentry, plumbing, HVAC, and electrical work to keep park facilities operational and attractive. The position operates a variety of hand and power tools, keeps assigned areas clean, neat, and well-maintained, and performs other duties as assigned. The Facilities Maintenance Technician represents the Park District in a positive and professional manner, adheres to Park District policies, and works well with others on the team. This position reports to the Park Operations Manager. See the full position description for details.

HOW TO APPLY

Job descriptions and applications are available at www.co.warren.oh.us/jobs or at the Armco Park Office at 1223 North State Route 741, Lebanon, OH 45036, Mon – Fri 9am to 4pm. **Email completed applications to parks@co.warren.oh.us** or drop off during office hours. Applicants must be at least 18 years of age. Positions are subject to a post-offer drug screen & background check. Warren County Park District is an Equal Opportunity Employer.



1223 NORTH STATE ROUTE 741
LEBANON, OH 45036
(513) 695-3980
parks@co.warren.oh.us

Warren County
PARK DISTRICT
 Enjoy. Play. Preserve.

WARREN COUNTY PARK DISTRICT

WE ARE HIRING

SEASONAL AND PART TIME POSITIONS

Build your career helping people enjoy life in the great outdoors!

We are looking for dedicated, passionate individuals to serve in the following open positions:

- Park Maintenance Technician I
- Park Maintenance Technician II
- Golf Maintenance Technician I
- Customer Service Attendant
- Pro Shop/Boat Dock Attendant
- Facilities Maintenance Technician
- Softball Assistant

BENEFITS

Seasonal and Part-Time positions feature Park District Perks, which provides free and discounted access to activities at the Armco Park Golf Course and Boat Dock. Part-Time Year Round positions working more than 20 hours per week feature paid vacation, sick leave, and holidays. All positions participate in the OPERS retirement plan.

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POSITION DESCRIPTION

Facilities Maintenance Technician

Reports to:	Park Operations Manager	Status:	Part-time, year-round
Reporting Location:	As assigned	Compensation:	Starting at \$18 per hour
		Revision Date:	February 12, 2024

Position Goal:

The Facilities Maintenance Technician will be responsible for ensuring proper functioning of park buildings, facilities and their components. This position, under the direction of Park Operations Manager, will work to provide safe, efficient controls and operations within park buildings and facilities.

Duties and Responsibilities:

- I. Performs skilled work, usually independently, and sometimes with a team; typical duties including but not limited to:
 - Repair lighting fixtures, HVAC, wiring and electrical components, pumps, plumbing and plumbing fixtures, commercial and residential appliances, as well as occasional audio/visual equipment
 - Inspects buildings, equipment, and appliances for functionality, fixing faults where they exist to ensure proper operation
 - Makes recommendations for new equipment and processes
 - Creates and implements maintenance standards
 - Develops and maintains good working relationships with contractors, vendors, and site workers
 - Work with operations staff to schedule preventative and emergency repairs
 - Maintains a safe, clean work environment and leaves the work area with minimal, if any, noticeable disturbance
 - Assesses work areas for safety concerns and makes recommendations to the Park Operations Manager
2. Operates the following equipment:
 - Operates power tools, saws, electrical multimeters, nail guns and various hand tools
 - Operates various power tools used for the maintenance of facilities and amenities
3. Performs work in a safe and responsible manner. Notifies Park Operations Manager of unsafe conditions in a prompt, professional manner.
4. Assists with other duties on a temporary basis as assigned.
5. Follows Park District policies, as applicable.
6. Performs other duties as apparent or assigned.

Qualifications:

1. Education:
 - High School Diploma or GED required. Certification or specialized training in HVAC, plumbing, electrical required
2. Experience:
 - Minimum 18 years of age at time of hire
 - Minimum of one year of experience in property management, HVAC, plumbing, electrical, or related field required
3. Knowledge, Skills and Abilities:
 - Ability to perform a wide range of mechanical maintenance and simple construction tasks, some of which include substantial manual labor outdoors in adverse weather conditions
 - Ability to safely and effectively perform light carpentry, electrical, HVAC, and related tasks
 - Advanced knowledge of and ability to use specialty hand and power tools used in the maintenance of commercial properties
 - Ability to safely operate a motor vehicle
 - Ability to effectively communicate orally and in writing
 - Basic computer proficiency
 - Ability to exercise good judgement and demonstrated emotional intelligence
 - Ability to work as part of a team
4. Licenses:
 - Possession of a valid State of Ohio motor vehicle operator's license with driving record that is insurable under the Park District's insurance policies

Physical Requirements and Work Environment:

- Ability to regularly lift/move up to 50lbs, and up to 100lbs with assistance
- Ability to work indoors and outdoors in adverse weather conditions including, but not limited to; excessive heat, humid/wet conditions, fumes or airborne particles
- Required to (often on uneven terrain) stand, walk, sit, climb, balance, kneel crouch and crawl
- Ability to talk and hear, often in excessive noise level environments

Schedule:

- Generally no more than 29 hours per week.
- This position must be available and willing to work a flexible work schedule.
- Hours are typically assigned within 7:00am-3:30pm Monday-Friday, but may include weekends and/or holidays, as assigned.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Chief Executive Officer approval.