

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Human Resources.

Job Title: Maintenance Crew Hand	Department: Maintenance
Reports to: Maintenance Supervisor	Job Status: Seasonal, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

Job Overview

This position performs a variety of tasks in the maintenance and groundskeeping of all County and City parks, the Courthouse Complex (Courthouse, O’Fallon Museum buildings and Emergency Medical Services building) and the Fallon County Shooting Range including but not limited to lawn care, landscaping, trimming trees, painting, cleaning and general repair of standing structures. May assist in the installation and repair of irrigation lines. This position performs extensive outside manual labor in a variety of weather conditions.

Essential Functions

Grounds and Building Maintenance – Performs extensive grounds maintenance tasks including mowing and watering lawns, weed eating, and trimming trees utilizing variety of equipment including but not limited to power mowers, push mowers and weed eaters. Plants grass, flowers, shrubs and trees. Waters and fertilizes lawn spaces, flowers, shrubs and trees to ensure proper growth, health and appearance using various irrigation systems. Paints and repairs gazebo, picnic tables, bleacher and other park equipment as needed. Cleans and stocks restrooms to provide operational public facilities. Collects and disposes of litter from grounds, waste receptacles and restrooms. Maintains athletic fields. Clears debris from Skate Park and BMX track; repairs as needed. Takes down structures, cleans buildings and equipment, repairs structures and prepares items and equipment for storage and winterization. This work requires extensive walking, lifting, bending and use of power tools.

Equipment Maintenance - Performs regular maintenance on mowers, weed eaters, golf carts and related equipment, including checking and/or changing oil, tire pressure, lubrication needs. Cleans equipment including washing vehicles. Cleans and organizes the shop.

Competencies

The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: *Accountability, Adaptability, Attention to Detail, Customer Service, Dependability, Flexibility, Initiative, Mechanical, Oral & Written Expression, Professionalism and Safe Work Practices.*

This position requires knowledge of routine manual labor including use of shovels, lawn mowers, weed eaters and other tools as provided to complete a sundry of maintenance and cleaning tasks in the maintenance of various public areas. Knowledge of basic tools including purpose, repair and maintenance. Ability to work independently and in teams. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Effectively interact with variety of personalities and demands of the public, resolving questions or concerns with

courtesy and respect. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand. Willingness to work beyond routine and scheduled hours.

Safety

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. PPE may include but is not limited to hard hats, protective eye wear, ear protection and/or helmets. Responsible for wearing suitable work clothes as determined by the Parks Manager. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position performs work in and around all County and City parks, the Courthouse Complex and the Fallon County Shooting Range in outdoor settings and in a variety of weather conditions including but not limited to heat, sun, wind and rain. Exposed to a variety of grasses, weeds, trees, shrubs, flowers and other sources of pollen.

Required Education and Experience

Must be a minimum of sixteen (16) years of age to operate power tools.

Preferred Education and Experience

Previous experience with grounds and/or general maintenance is preferred.

Additional Eligibility Qualifications

Must possess a valid Driver License. This position will use County owned vehicles and/or equipment and is subject to a motor vehicle driving history review.

Salary Schedule

The starting wage for this position is \$12.00 per hour. Experienced and returning seasonal aides will be paid on the following schedule:

- 2nd Year: \$13.25 per hour
- 3rd Year: \$14.50 per hour
- 4th Year: \$16.00 per hour

Position Type/Hours of Work:

This seasonal position typically works forty (40) hours per week the end of May through the end of August, 7:00 a.m. to 4:00 p.m. with a one-hour lunch. May also work weekends on a rotating basis.

Schedule is often dependent upon work load, demand and weather; the needs of the department may result in overtime (in excess of forty (40) hours per week) and will be compensated at time and a half.

Required work attire includes work boots (no tennis shoes), pants/jeans (no shorts). May wear sleeveless shirt but no tank tops.

Physical and Environmental Demands

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is frequently required to stand, walk on uneven surfaces, sit, bend, and reach with hands and arms. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to fifty (50) pounds. Specific vision abilities include close and distant vision. Will work inside and outside in a variety of weather conditions.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.