

PARK SPECIALIST

DEFINITION

Under supervision, to be primarily responsible for the following functions: inventory of supplies, tools, equipment; maintenance of a variety of small electrical engines and hand tools; sign making program including inventory of signs, lubrication on equipment and assistance with repair on equipment, buildings and recreational equipment; and other related duties as required.

EXAMPLES OF DUTIES

Perform lubrication on cars, mowers, trucks, heavy equipment, small engines, trailers, tillers and other motorized equipment; maintain service records on all equipment; assist the Mechanic on repairs and normal maintenance of motorized equipment; maintain and repair small engines, electrical tools such as drills, saws, sanders, fans; maintain and repair hand tools, shovels, post hole diggers, axes, hammers, jacks, brooms, etc; construct and complete production of all wood routed and metal signs, includes routing, painting, staining, lettering, includes fabrication and installation; maintain and inventory stock; maintain Robertson Road shop including cleaning refuse collection; maintain order and keep records on all departmental supplies, recommend to crew leader and supervisor what supplies/parts need to be ordered, pick up and purchase parts, review packing lists of supplies as received from vendors to check for accuracy and put into storage, maintain control of inventory and allocate appropriate tools, supplies and/or equipment; assist the Mechanical Repair Worker with building repairs and maintenance; assist in spring and fall when water systems are being opened and closed for the season; perform snow removal at service facility.

EMPLOYMENT STANDARDS

Education and Experience: Must be able to read and write and have one year of experience in the maintenance of equipment, buildings and/or tools, as well as experience with records, storage inventory and supply handling. An equivalent combination of training and experience may be considered.

Knowledges and Abilities: Knowledge of equipment parts, for stocking and inventory; knowledge of inventory control and proper procurement procedures for supplies, materials and parts; knowledge of proper filters used for equipment such as oil, air, fuel, PVC, etc.; knowledge of basic wood working for sign fabrication; knowledge of painting and staining; knowledge of methods, material and procedure in proper lubrication and maintenance of vehicles and other equipment, knowledge of operation of all equipment to allow for proper placement of equipment on service racks, jacks or lifts; knowledge of electric motors and repair of electric motors; knowledge of building maintenance; ability to assist the Mechanical Repair Worker in opening and closing water systems and sewer systems; knowledge of basic mechanics on internal combustion engines, specifically small engines.

Special Requirements: Must have a class "A" Commercial driver's license. Must be available nights, holidays and weekends during emergencies such as snow, equipment breakdowns, etc.