



Park Technician

Job Description

REPORTS TO: Park Technician II	WORK SCHEDULE: Thurs. – Mon. 1 st shift	STATUS: Full-time, Non-Exempt	PAY GRADE: 13
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Position Description

The Park Technician performs routine maintenance, landscaping, construction and repair, and natural resource management tasks to ensure clean, safe, and welcoming parks, trails, and facilities. This hands-on position completes scheduled and responsive fieldwork assignments and works collaboratively as part of a team. The Park Technician supports cross-departmental projects as assigned.

Supervisory Responsibilities

Supervisory Activities: Develop/Train, Direct, Orient/Onboard.

- Number of direct reports: 0
- Number of indirect reports: 4

Task	Essential Job Functions
Park Maintenance & Ground Upkeep	<ul style="list-style-type: none"> ● Perform routine, preventative, and responsive maintenance of parks and facilities, including cleaning, trash removal, janitorial services, and general upkeep. ● Complete landscaping and grounds maintenance tasks such as mowing, trimming, weeding, watering, planting, pruning, and weed control. ● Safely operate and maintain power tools, mowers, vehicles, trailers, and heavy equipment as required. ● Inspect trails, facilities, and park grounds to identify maintenance needs, safety concerns, and necessary repairs. ● Perform assigned mechanical, carpentry, plumbing, electrical, and general construction tasks. ● Open and close parks, ensuring facilities are prepared for daily operations, public use, and special events. ● Conduct winter operations, including snow plowing, salting, and treatment of walkways and parking areas. ● Maintain accurate records by updating maintenance logs and tracking work orders, requests, and project status.
Customer Service & Public Engagement	<ul style="list-style-type: none"> ● Serve as a primary point of contact for park visitors by providing information, guidance, and assistance. ● Foster positive relationships with the public by responding to questions, feedback, and concerns in a professional and constructive manner. ● Support Marketing, Education, and volunteer programs and events as needed.
Safety & Compliance	<ul style="list-style-type: none"> ● Ensure compliance with all safety regulations, policies, and procedures related to park operations and maintenance activities.

	<ul style="list-style-type: none"> ● Maintain accurate and complete records for regulated activities, including pesticide applications. ● Identify and recommend opportunities to improve operational efficiency while maintaining high standards for quality and safety.
Training & Staff Support	<ul style="list-style-type: none"> ● Train seasonal employees in park operations, maintenance procedures, and safe work practices. ● Provide guidance, coaching, and ongoing support to ensure adherence to Park District standards and efficient workflows. ● Assist with cross-departmental projects and initiatives as assigned.
Reporting & Administrative Tasks	<ul style="list-style-type: none"> ● Collect monthly park traffic counts and upload data to support staffing decisions, budgeting, grant applications, and facility planning. ● Maintain accurate records and complete administrative tasks using Microsoft Word and Excel, including time sheets, budget requests, and project logs. ● Research and evaluate vendors to support responsible purchasing in coordination with the Fiscal Department. ● Communicate maintenance requests, project updates, and progress reports to internal departments in a timely and professional manner.

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Qualifications

Required

- **Education:** High School Diploma or G.E.D.
- **Licensure:** Valid driver's license, Ohio Pesticide Applicators License
- **Certificates, Certifications, or Other Training:** Chainsaw 1 and 2 certification, First Aid/CPR

Preferred

- **Education:** Associates degree in Natural Resources or related field.
- General maintenance or construction experience preferred, preferably in a park environment.
- OUPS (Ohio Utility Protection Service), OSHA 10 Hour Training

Internal and External Interactions

- Collaborate with coworkers or teams to complete tasks or projects.
- Provide information, guidance, or support to other departments or staff.
- Respond to internal inquiries or resolve service-related issues.
- Communicate with vendors, contractors, or external partners.
- Handles standard service needs, may adapt responses or coordinate with others. (e.g., Explains processes, solves routine issues, gathers info) - Moderate Complexity

Financial & Asset Management

- Order supplies, plan events and/or book travel
- Position is responsible for maintaining or tracking physical, digital, or inventory assets, typically under \$100,000 (e.g., Managing supply orders, signing out laptops, overseeing a small equipment pool).

Asset Security

- Physical assets (e.g., buildings, vehicles, equipment, machinery)
- Inventory or supplies (e.g., office supplies, tools)

Knowledge & Skills

Knowledge (Business & Management, Operations & Technology, Services, and Safety & Legal)

- Basic
 - Computers/IT: Electronic equipment and computer hardware and software, including applications and programming.
- Intermediate
 - Administrative: Administrative and office procedures, functions, and basic office tasks.
 - Customer and Personal Service: Principles and processes for providing customer and personal services.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- Advanced
 - Custodial/Grounds/Maintenance: Machines and tools, including their uses repair, and maintenance.
 - Skill Trades and Constructure: Materials, methods, and the tools involved in the constructure or repair of buildings or other structures.

Skills (Basic, Process, Resource Management, Social, Systems, and Technical):

- Constantly (More than 5.6 hours or 69% of the day): Time Management, Equipment Maintenance, Equipment Selection
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Reading Comprehension, Speaking, Writing, Active Listening, Critical Thinking, Learning Strategies, Monitoring, Coordination, Operation and Control
- Occasionally (1 to 2.5 hours or 32% of the day (12%-32% of my day): Science, Management of Material Resources, Persuasion, Complex Problem Solving, Judgment/Decision-Making, Installation, Operation Monitoring, Operations Analysis, Repairing
- Rarely: (Less than 1 hour or 12% of the day): Negotiation, Service Orientation, Social Perceptiveness, Systems Analysis, Systems Evaluation, Quality Control

Physical Demands, Psychological Demands, & Working Environment

Physical Demands

- Heavy Work: Exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work.

Physical Demands (Body Position, Physical Activities, and Sensory Abilities)

- Constantly (more than 5.6 hours or 69% of the day): None
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Walking, Speaking with other individuals, Use far vision or clearly see and recognize things 20 feet or more
- Occasionally (Up to 2.5 hours or 32% of the day): Climbing, Crawling, Crouching, Standing, Balancing, Carrying/Lifting, Multi-limb Coordination, Finger Dexterity, Pulling/Pushing, Reaching, Repetitive Motion, Use near vision or see things 20 inches or less away
- Seldom: (Less than 10 minutes or 2% of the day): Sitting, Hearing in-person speech, Hearing remote speech

Mental and Psychological Demands

- Occasional Exposure: The job includes some exposure to sensitive situations, difficult interactions, or deadline-driven tasks, but these occur infrequently and are generally short in duration. Occasional conflict resolution or handling of dissatisfied individuals may be required, but these situations are typically resolved with basic protocols. The impact on well-being is modest and short-term. Examples include administrative assistants, clerks with front-line duties, or staff managing routine customer concerns.

Work Environment (This position is exposed to the following):

- Constantly (More than 5.6 hours or 69% of the day): Hazardous contaminants, Outdoor work
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Heavy vibration, Operating or working near machinery or equipment with moving parts that could cause injury
- Occasionally (1 to 2.5 hours or 32% of the day (12%-32% of my day):
- Seldom: (Less than 10 minutes or 2% of the day): High or exposed places where there is a risk of falling and getting injured

Typical Noise Level: Loud – Similar to a fast food restaurant, large earth-moving equipment, or heavy traffic

SAFETY

Position requires Personal Protective Equipment (PPE): Yes. Gloves, hearing protection, eye protection, safety toe footwear, gloves (latex, insulated non insulated), respirator, chainsaw chaps and helmet, long sleeves, pants, chemical resistant gloves, fall protection, and safety vests.

Position is required to carry a weapon: No

Preservation Parks promotes a non-hostile and non-discrimination work environment. Employees must always adhere to respectful conduct and language. It is expected that all employees will follow Preservation Parks' policies, procedures, rules and regulations.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature: _____

Date: _____

Revised 1/20/26