



JOB DESCRIPTION

Job Opening Announcement

Position: Maintenance Worker
Department: Parks and Recreation
Grade: N3
Hiring Range: \$30,861-\$43,204
Date Posted: 12/27/2023
Date Removed: When filled

How to apply:

- 1.) Online – go to [Employment Application Form](#) and choose Maintenance Worker to apply.
- Be sure to complete a new application for every job you are interested in.
- 2.) Hard copy submission – Submit resume/application to:
Chester County Government, Attn. Human Resources
Dept., P.O. Drawer 580, Chester, SC 29706

Chester County Government is an Equal Opportunity Employer. (EOE)



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JOB TITLE:	Maintenance Worker	FLSA: Non-Exempt
DEPARTMENT:	Parks and Recreation	DATE: 12/27/2023
REPORTS TO:	Parks and Recreation Supervisor	PAY GRADE: N3

POSITION SUMMARY:

Performs manual work functions and operates equipment associated with the maintenance of facilities, landscaping, and grounds- keeping at the Chester County Sports Complexes.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Mow and maintain grounds, open space areas and parks.
- Performs routine maintenance on lawn and power equipment.
- Plants and maintains lawns, trees, shrubs, and flowers.
- Prepares and maintains ball fields to required standards.
- Operates tractors, mowers, trucks and other equipment as needed.
- Maintains current skills and knowledge in proper and safe techniques of grounds maintenance functions.
- Participates in safety trainings, makes suggestion as necessary; serves on inspection teams when appropriate. Working according to good safety practices as posted, instructed, and / or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to Chester County policies and procedures regarding absences and tardiness.
- Works days, evenings, weekends, or may be on-call for emergency situations.
- Provides exceptional customer service to internal and external customers.

Parks and Recreation Maintenance Worker

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma/GED AND 1 -3 years of experience in grounds and parks maintenance; and/or any equivalent combination of training, education, and experience, which proves the required knowledge, skills, and abilities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Required Knowledge and Skills

Knowledge of:

- Some knowledge of; equipment, materials and supplies used in ground maintenance; first aid and applicable safety precautions.

Skilled in:

- Skill in: operating the listed tools and equipment.
- Ability to: work independently and complete daily activities to schedule; lift heavy objects, walk and stand for long periods of time, and perform strenuous physical labor under adverse field conditions; communicate orally and in writing; use equipment and tools properly and safely; understand, follow, and transmit oral and written instructions; communicate effective working relationships with employees, supervisors, and the public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Current and valid Driver's license.
- Obtain CPR / First Aid Certificate within 6 months of hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

This position may be faced with stressful situations from time to time, and those situations will require calm thinking and judgment.

Work is subject to exposure to extreme weather conditions, animal bites and scratches, biohazards, dust, and noxious odors.



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Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as an illustration of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar to, related or a logical assignment for the position.

This job description is not deemed to constitute a contract of employment. All employees of the County are in an “At Will” status whose employment may be terminated at any time, with or without notice or cause.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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