

POSITION: PARKS MAINTENANCE SPECIALIST I

Posting# 8902-0517jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: PARKS MAINTENANCE SPECIALIST I

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 18 \$14.05 -Step 24 \$16.14 per hour, \$1,124 - \$1,291 Bi weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: April 21, 2017

CLOSING DATE: Open Until Filled

***All applications received by May 5, 2017** will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Performs a wide variety of semi-skilled and skilled maintenance, construction, and repair work in order to clean and maintain Utah County parks and parkways.

Parks Maintenance Specialist I: Works under close to general supervision of the Parks Maintenance Supervisor in performing duties at the entry or training level or in performing routine tasks that are less complex than those performed at the full performance level.

DUTIES INCLUDE:

Parks Maintenance Specialist I:

Cleans and maintains parks, parkways, restrooms, parking lots, pavilions, picnic areas, fish cleaning stations, boat docks, and equestrian facilities; inspects for hazards and needed repairs; cleans up body fluid and bio-hazard spills when necessary. Maintains parkways, park grounds, and trails by mowing and edging lawns, raking leaves and removing trash, clippings, trimmings, and other debris; trims and cuts large trees using chainsaws, pole saws, and hedgers. Cuts back brush from trails; sprays trails and various park areas to control noxious weeds and undesirable vegetation; assists in controlled burns. Assists in maintaining park sprinkler systems.

Performs snow removal services in County parks, building parking lots, and parkway trails and bridges with snow plow trucks, snow throwers, and shovels. Hauls topsoil; fills and levels designated areas; installs sod. Assists in preparing facilities for scheduled events and activities; assists in opening and closing parks and associated facilities as needed.

DUTIES (Cont.) Operates a variety of light equipment including tractors, trenchers, riding lawn mowers, fork lifts, lawn edgers, chain saws, etc.; assists in equipment maintenance, makes minor repairs, and monitors and reports overall equipment performance; drives or transports equipment by trailer to various job sites. Pressure washes picnic tables, pavilion floors, etc.; cleans park restrooms including floors, mirrors, toilets, and sinks; restocks toilet paper, soap, and air fresheners. Assists other divisions with joint projects or as assigned.

EVALUATION AND SELECTION FACTORS INCLUDE:

Parks Maintenance Specialist I:

Basic Knowledge of: park maintenance operations and associated tools and equipment, sprinkler systems, and general types of vegetation.

Skill in: reading, writing, and basic math; using various hand tools and operating light equipment such as those noted in the essential duties.

Ability to: understand and follow instructions; maintain cooperative working relationships with those contacted during the course of work activities.

REQUIREMENTS FOR EMPLOYMENT:

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS: *Parks Maintenance Specialist I:* Applicant must possess a current driver's license and obtain a valid State of Utah Driver's License within 60 days of employment. Incumbent must obtain certification as a Forklift Operator during the probationary period for new hires or during the trial period for County employees promoted into this classification.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.