

Logansport Parks & Recreation Department
Job Description: Maintenance Assistant
Page 1 of 2

Job Title: Maintenance Assistant - Full Time or Part Time

Department: Parks & Recreation

Accountable to: Maintenance Superintendent

Principal Purpose of Job: Is responsible for performing various maintenance duties to the buildings & grounds managed by the Logansport Parks Department.

Level of Authority: Performs duties as assigned by the Maintenance Superintendent.

Work Environment: Performs the majority of work outdoors, in restrooms, and in other recreation facilities, along with some indoor preventative maintenance during the winter.

Examples of Duties & Responsibilities:

1. Maintain Park turf by mowing grass, whacking weeds, seed and fertilize grass throughout parks.
2. Maintain urban forest by cutting and removing trees & limbs.
3. Maintain landscape vegetation by planting flowers, and removing weeds.
4. Routinely pick up and remove trash throughout the parks.
5. Clean & maintain pavilions, restrooms and other indoor recreational facilities.
6. Perform routine maintenance and minor repairs and adjustments on road vehicles and grounds maintenance equipment; check and maintain appropriate oil and fluid levels and sharpen blades to assure maximum operating condition.
7. Perform repairs as necessary to picnic tables, roads, toilets and sinks, water lines, electric outlets, roofs, etc.
8. Operates heavy equipment (bobcat, tractor, dump bed, etc.) as assigned.
9. Paints as necessary.
10. Perform maintenance duties during special events as requested and/or assigned
11. Snow removal on roads, sidewalks, and bridges during winter months.
12. Inspect and repair playgrounds and courts for basketball, volleyball, tennis, horseshoes, etc. according to industry standards.
13. Follows safety rules established by the Parks Department, Insurance organization, OSHA, and other safety organizations.
14. Upon request, provide assistance and information to all park patrons.
15. Perform other related duties as required.

Qualifications and/or the ability to learn the following:

1. Operation of large riding lawn mowers and hand mowers
2. Landscaping with flowers, and ornamental vegetation.
3. Operation of Bobcat, backhoe, and/or front-loading tractor

Logansport Parks & Recreation Department
Job Description: Maintenance Assistant
Page 2 of 2

4. Painting
5. Basic Electric
6. Basic Plumbing
7. Basic Carpentry
8. Operation of power equipment & tools (chainsaw, weed whip, blowers, power drills, etc.)
9. Towing of trailers
10. Pool maintenance
11. Basic vehicle maintenance
12. Basic mower maintenance
13. Driving clutches
14. Snow plows & blowers
15. Floor care, waxing & buffing.
16. Concrete work
17. Tree trimming
18. Stump removing

Minimum Physical / Intelligence Requirements

Parks Maintenance staff must be able to:

1. Submit drug-free personal specimens for initial and random drug screens.
2. Lift 50 pounds.
3. Stand and walk for long periods of time.
4. Work in extreme hot, wet, and cold weather conditions.
5. Climb a stepladder.
6. Listen and comprehend verbal & written instructions.
7. Obtain a First-Aid & CPR certification.

Licenses and Other Requirements:

1. Part Time must be 16 years of age.
2. Full Time must be 18 years of age.
3. Must hold a valid Indiana driver's license. A CDL license is preferred.
4. Must be able to pass a formal background check.

Education and Experience:

Graduation from an accredited high school or a certified GED program is preferred. Also, prefer 1-3 years' experience in grounds or building maintenance, heavy equipment operations, and /or construction trades.

Application and further information are available at:

Logansport Parks & Recreation Department, 1701 Dividend Dr. Logansport IN 46947,
574-753-6969 or online at www.logansportparks.com.