



# JEFFERSON COUNTY

## GREENWAYS COMMISSION

### MAINTENANCE TECHNICIAN

Position Description: 2023

#### **POSITION SUMMARY:**

This is a hybrid position split between two different locations; Red Mountain Park and Turkey Creek Nature Preserve.

The Maintenance Technician will perform diverse duties assisting in the day-to-day maintenance and patrol of Red Mountain Park and Turkey Creek grounds, trailheads, trails, parking lot, facilities, and public areas.

#### **POSITION RESPONSIBILITIES:**

##### Maintenance: Grounds and Facilities

Under direction from the Maintenance Director (Red Mountain Park) and the Site Manager (Turkey Creek) support efforts including:

1. Responsible for regular upkeep and maintenance of grounds, trailheads, parking lot and related public facilities including:
  - a. Mowing, edging, trimming, blowing, pruning trees and shrubs, watering, mulching, raking, hoeing, digging, chipping brush, weeding, deadheading, and edging.
  - b. Cleans and removes litter from grounds, parking lot, and other public areas
  - c. Repairs, sands, scrapes, paints, or stains: tables, benches, fences, kiosks, signs, doors, gates, railing, and small structures.
  - d. Maintains, cleans, services, repairs and/or replaces irrigation systems and equipment.
  - e. Maintains all lots and/or right-of-ways in accordance with Municipal code.
  - f. Ensure that all access roads are clear and maintained according to Land Management Policy.
2. Cleans and removes litter from grounds, parking lots, and other public areas; assess, empties, and maintains proper waste receptacles/containers and materials.

##### Trail Management

3. Regularly inspects all trails, structures, and signage for damage and vandalism:
  - a. Reports and repairs any damage or vandalism.
  - b. Ensures trails are clear of debris and litter and safe for visiting students and the public.
  - c. Implements and ensures closure of non-official trails.
  - d. repairs all tables, benches, fences, kiosks, signs, doors, gates, railing, and small structures.
4. Enforces preserve ordinances and rules in a tactful and courteous manner.
5. Maintains, services, repairs and/or replaces Trail Cameras. Communicates information findings and/or findings.

##### Equipment Management

6. Maintain all tools and management equipment owned or leased by the Jefferson County Greenways Commission.
  - a. Organization and upkeep of all tools, equipment, work areas, and storage.



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- b. Washes and cleans storage area, vehicle, and maintenance equipment.
7. Purchase appropriate tools and supplies; provides written estimates for projects that include amount of materials, projected costs, and completion time.
  - a. Follows federal procurement guidelines for all equipment purchases and work orders.

### Other

8. Performs customer service functions; provides information and assistance relating to facilities or activities.
9. Responds to routine questions/complaints; researches problems and initiates problem resolution.
10. Undertake other land stewardship tasks, as needed and appropriate, such as invasive species control, tree planting and other restoration activities.

*Studies have shown that underrepresented groups, including women and people of color, are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job from diverse backgrounds and with attention to lived experience. The Jefferson County Greenways Commission will consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.*

### Essential Skills and Qualifications:

1. Ability to work a flexible schedule, including being *on-call*.
2. Ability to conduct physically strenuous field work in rugged terrain.
3. General principles of construction, plumbing, electrical, masonry, and painting work; operation and maintenance of common types of light to heavy equipment used in construction and landscaping.
4. Skill to: fabricate and weld metal; use and manipulate small hand tools such as screwdrivers and hammers as well as larger tools such as shovels, trowels, rakes; construct, maintain, and repair various types of structures used in park access and use.
5. Attention to detail and ability to accurately track and report on project metrics, activities, and accomplishments.
6. A genuine passion for environmental education and land conservation.

### Exceptional candidates will have some or all of the following:

1. Knowledge of flora and fauna of Alabama
2. Knowledge of GPS/GIS
3. Leave-No-Trace certification.
4. Pesticide/Herbicide Applicator Permit

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- Full-time position: 40 hours/week (weekend coverage is required)
  - Salary Range: \$40,000 to \$50,000
  - Paid Holidays, Paid Time Off - starting at 18 days a year
  - Applicants subject to a Background Check, Driving Record Check and Drug Screening



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- Health/Dental Coverage through the State Employees Insurance Board
  - Retirement benefits through Retirement Systems of Alabama - 14.44% employer contribution
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TO APPLY: Email resume and cover letter to [info@jeffcogreenways.org](mailto:info@jeffcogreenways.org).

### DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position, working hours and designate other functions as essential at any point in time. This job description is not an employment agreement or contract.