

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Parks Conservation/Maintenance**MAJOR AGENCIES:**
Natural Resources**SERIES NO.:**
2251**EFFECTIVE DATE:**
02/26/2012**SERIES PURPOSE:**

The purpose of the parks conservation/maintenance occupation is to ensure a clean & safe state park in order that the public may enjoy its benefits.

At the entry level, incumbents perform semi-skilled maintenance duties. At the full performance level, incumbents act as lead worker in performance of semi-skilled maintenance duties. At the second supervisory level, incumbents supervise maintenance crews & operations at class 4, 5 or 6 state park.

Parks are evaluated annually to determine class rating using Natural Resources' Evaluation of Park Complexity & information regarding evaluation is on file with Secretary of State & Administrative Services.

CLASS TITLE

Parks Conservation Aide

CLASS NUMBER

22511

PAY RANGE

05

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The entry level class works under general supervision & requires working knowledge of & skill in operation of mowers, trucks, chain saws & power tools in order to complete semi-skilled maintenance functions.

CLASS TITLE

Parks Conservation Coordinator

CLASS NUMBER

22513

PAY RANGE

07

EFFECTIVE

09/19/1996

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of & skill in operation of mowers, trucks, chain saws & power tools in order to act as lead worker over park labor crew in completion of semi-skilled maintenance functions.

CLASS TITLE

Parks Maintenance Supervisor 2

CLASS NUMBER

22517

PAY RANGE

10

EFFECTIVE

09/05/1993

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of park maintenance procedures & safety procedures in order to supervise maintenance crews & oversee maintenance operations at class 4, 5 or 6 state park.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parks Conservation Aide	22511	06	01/09/2005	05

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs park maintenance activities & semi-skilled maintenance functions, repairs area buildings & facilities (e.g., painting, minor electrical repair, rough plumbing, carpentry & masonry), repairs & maintains recreational support facilities (e.g., picnic tables, shelter houses, restrooms, fire rings) maintains resource areas, plants trees & shrubs, clears streams & ponds for recreational use & checks buoys.

Performs area maintenance (e.g., mows grass, trims trees, picks up litter, maintains horse & hiking trails, removes snow, sweeps & washes out shelter house, splits wood); erects & maintains fencing & boundary & informational signs.

Performs routine maintenance & makes minor repairs to trucks, mowers & other equipment (e.g., oil changes, lubrications, tune-ups, tire or belt changes, blade sharpening); repairs & services hand tools & chain saws; keeps maintenance records on vehicles & all equipment.

Assists park visitors by providing routine information & in emergency situations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of equipment safety practices; park rules & policies*; public relations*; semi-skilled maintenance functions (e.g., minor electrical repair, rough plumbing, carpentry & masonry). Skill in use of shop, hand & power tools in completing semi-skilled maintenance functions; operation of mowers, trucks & chain saws; equipment & vehicle maintenance & repair*. Ability to apply principles to solve practical everyday problems; demonstrate physical fitness; lift up to 25 lbs. of materials or tools; answer routine telephone or face to face inquiries from public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in semi-skilled maintenance functions (e.g., minor electrical repair, rough plumbing, carpentry & masonry); 3 mos. trg. or 3 mos. exp. in equipment safety practices; 3 mos. trg. or 3 mos. exp. in use of shop, hand & power tools; 3 mos. trg. or 3 mos. exp. in operation of mowers, trucks & chain saws; 3 mos. trg. or 3 mos. exp. in equipment & vehicle maintenance; valid Commercial Driver's License required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio Revised Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather, dirt, dust & dangerous equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parks Conservation Coordinator	22513	06	09/19/1996	07

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates park labor crew on various maintenance & facility development projects, determines equipment needs, assigns duties & trains subordinates on proper maintenance procedures & use of equipment (e.g., chain saw, power tools, mowers, backhoes).

Performs skilled & semi-skilled carpentry, plumbing & electrical work & repairs; oversees & assists with construction of pole barns, latrines, shelter houses & other park facilities; oversees & assists with mowing, trail maintenance, selective cutting & roadway maintenance (e.g., spreads gravel, grades roads, patches & maintains ditches).

Operates tractors, backhoes, dump trucks, snow plows & garbage trucks to complete construction & maintenance projects; performs routine equipment maintenance & makes minor repairs & adjustments.

Maintains project records & employee time sheets; attends staff meetings & in-service training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of equipment safety practices; employee training & development*, skilled & semi-skilled trade procedures (e.g., carpentry, plumbing, electrical); record keeping*; park rules & policies. Skill in use of shop, hand & power tools in completing semi-skilled & skilled trade functions; operation of mowers, trucks & chain saws; equipment & vehicle maintenance & repair. Ability to apply principles to solve practical everyday problems; demonstrate physical fitness; lift up to 25 lbs. of materials or tools; maintain records & reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in safety practices; 6 mos. trg. or 6 mos. exp. in use of shop, hand & power tools & light equipment; 6 mos. trg. or 6 mos. exp. in carpentry, electrical repair & plumbing; 3 mos. trg. or 3 mos. exp. in equipment & vehicle maintenance & repair; 3 mos. trg. or 3 mos. exp. in park rules & policies; valid Commercial Driver's License required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio Revised Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather, dirt, dust & dangerous equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parks Maintenance Supervisor 2	22517	EX	09/05/1993	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises park staff in maintenance activities on park grounds, structures & equipment at class 4, 5 or 6 state park to include groundskeeping, landscaping, building maintenance, maintenance of electrical systems, treatment plant operations, water distribution system, equipment maintenance, beach maintenance, dock repair, lake debris removal, vehicle & watercraft maintenance, construction & repair, trash & litter removal, develops & implements short & long-range maintenance goals for park's operational plan, participates as member of management team to develop & manage maintenance budget (e.g., projects future maintenance needs & monitors expenditures), prepares purchase orders, obtains price quotes, compares specifications & collects bids, purchases supplies & materials, trains, counsels, interviews, evaluates & disciplines employees, adjusts grievances, plans work schedules, recommends & coordinates work projects, assumes responsibility for all park operations in absence of park manager & assistant park manager & develops & implements safety training programs for maintenance employees, records figures & writes reports (e.g., employee training, vehicle & equipment expenses, fuel consumption).

Supervises park maintenance crews; instructs crews on maintenance projects; performs semi-skilled & skilled carpentry, electrical, plumbing & masonry functions (e.g., replaces roofs, builds structures, lays wire, replaces water lines, replumbs units); performs welding & metal cutting; reads & interprets manuals, blueprints, schematics, analyzes technical problems & provides solutions.

Evaluates & makes recommendations for specific equipment needs; conducts safety meetings & instructs employees on proper methods of vehicle & equipment operation, maintenance & proper storage; cleans up hazardous material spills; operates motor vehicles (e.g., trucks, sedans); explains park policies & resolves customer complaints on maintenance related issues.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; park maintenance & equipment safety practices; inventory control; record keeping. Skill in operation of mowers, trucks & chain saws; use of shop hand & power tools in completing skilled & semi-skilled tasks (e.g., carpentry, plumbing, electrical). Ability to apply principles to solve practical everyday problems; read & interpret trade manuals; review reports & maintain accurate records.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in skilled & semi-skilled maintenance trades (i.e., carpentry, plumbing, electrical); 12 mos. trg. or 12 mos. exp. in use of shop hand & power tools; 12 mos. trg. or 12 mos. exp. in park maintenance & equipment safety practices; 6 mos. trg. or 6 mos. exp. in record keeping; 3 mos. trg. or 3 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in employee training & development; 3 mos. trg. or 3 mos. exp. in inventory control; may require valid commercial driver's license if equipment is type & size regulated by Section 4506.01 & 4506.12 of ORC.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather (e.g. heat, cold, rain, snow), dirt, dust & dangerous equipment.