

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Roadside Park Caretaker

SERIES NO.:

5363

MAJOR AGENCIES:

Transportation

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the roadside park caretaker occupation is to provide year-round roadside park maintenance services to roadside park areas, facilities & structures.

At the lowest level, incumbents provide general maintenance for roadside park areas.

At the highest level, incumbents serve as lead workers in maintaining, repairing & cleaning roadside park areas, facilities, structures & equipment.

CLASS TITLE

Roadside Park Caretaker 1

CLASS NUMBER

53631

PAY RANGE

04

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of roadside park maintenance in order to provide routine, general maintenance for roadside park areas.

CLASS TITLE

Roadside Park Caretaker 2

CLASS NUMBER

53632

PAY RANGE

05

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of roadside park maintenance in order to maintain, repair & clean roadside park areas, facilities, structures & equipment.

CLASS TITLE

Roadside Park Caretaker 3

CLASS NUMBER

53633

PAY RANGE

07

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of roadside park maintenance in order to act as lead worker over lower-level personnel in maintenance, repair & cleaning of roadside park areas, facilities, structures & equipment & in performance of various landscaping & plant maintenance duties.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Roadside Park Caretaker 1	53631	06	03/26/1990	04

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 general maintenance duties (e.g., cleans & disinfects restrooms; removes snow & ice; mows grass; picks up & dumps garbage; sweeps sidewalks & parking area; cleans & repaints picnic tables, trash barrels, restroom walls & other roadside park facilities; trims, sprays & prunes shrubbery, plants & trees; spreads fertilizer).

Maintains & repairs equipment (e.g., sharpens & changes mower blades); assists with minor auto repairs such as changing flat tires; cleans truck; gives public highway directions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication & division; safety practices related to general roadside park maintenance*. Skill in equipment operation*. Ability to carry out simple instructions; read simple vocabulary; work alone on most tasks; demonstrate physical fitness; lift 75 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division; valid driver's license. In accordance with Section 124.11 (B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

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

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

Pesticide applicator's license required if applying pesticides regulated by law.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather; may work rotating shifts.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Roadside Park Caretaker 2	53632	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 various general maintenance, repair & cleaning of roadside park area, facilities, structures & equipment (e.g., performs painting of restrooms, picnic tables, trash barrels &/or benches, performs minor carpentry work such as on doors, dividers & shingles, repairs water lines, pumps, picnic tables & grills, replaces broken or burned out light bulbs, replaces missing signs), tests water & adds needed chlorinates to drinking water, removes ice & snow, spreads salt, repairs toilets, walks, fences & well shelters, performs minor equipment repair &/or cleaning such as on mowers, spray equipment, tractors &/or trucks, collects litter & garbage, cleans &/or disinfects restrooms & trash barrels, sweeps sidewalks & parking areas, installs fixtures such as urinals, floor risers & windows).

Performs various landscaping & plant maintenance tasks (e.g., mows grass, trims trees & shrubs, reseeds berms, performs repair work on erosion along highway, prepares planting beds & plants shrubs, trees & flowers, mulches & edges planting beds, prunes trees, shrubs & flowers, removes dead trees, stumps & vegetation, spreads fertilizer & applies chemicals for weed control, sprays insecticides).

Performs work related miscellaneous tasks (e.g., supplies county crews with needed materials, prepares daily work records, assists park visitors with directions, travel information &/or with minor auto repairs).

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages. Skill in general building & equipment maintenance & repair (e.g., carpentry, painting, cleaning) & use of associated hand &/or power tools & equipment; operation of groundwork & plant maintenance tools or equipment. Ability to apply principles to solve practical, everyday problems; read simple sentences with common vocabulary; maintain accurate records; demonstrate physical agility & dexterity.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes fractions, decimals & percentages; 4 mos. trg. or 4 mos. exp. in general building & groundskeeping maintenance & repair procedures & use & maintenance of associated tools & equipment; valid driver's license.

-Or 4 mos. exp. as Roadside Park Caretaker 1, 53631; valid driver's license.

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

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

Pesticide applicator's license required if applying pesticides regulated by law.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather; may work rotating shifts.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Roadside Park Caretaker 3	53633	06	03/26/1990	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.)

Serves as lead worker (i.e., provides work direction & training) over lower-level roadside park caretakers & other assigned staff (e.g., equipment operator, groundskeeper, maintenance repair worker), inspects & assists in maintaining, repairing & cleaning of roadside park area, facilities, structures & equipment (e.g., repair &/or painting of restrooms, water pumps & picnic tables, water supply maintenance, testing & addition of chlorine, repair & replacement of drinking fountains & grills, changing oil & servicing rest area equipment, litter pick-up, snow removal) & inspects & assists in landscaping/groundskeeping & plant maintenance activities (e.g., planting &/or removal of trees & other vegetation, application of fertilizer & chemicals for pest & weed control, seeding & sodding activities, trimming of trees, flowers & shrubs, mowing of grass).

Supplies work crews with materials & equipment needed & prepares & maintains various work related documentation (e.g., maintains roadside park inventory of materials & equipment, prepares records & reports regarding work completed & projected, maintains employee work schedules, orders supplies, maintains daily water usage records, logs hours on equipment used).

Performs various miscellaneous tasks (e.g., attends meetings, investigates complaints &/or reports of roadside park damage).

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages; supervisory principles/techniques*; employee training & development*. Skill in general building & equipment maintenance & repair (e.g., carpentry, painting, cleaning) & use of associated hand &/or power tools or equipment; operation & maintenance of groundwork & plant maintenance tools or equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; read simple sentences with common vocabulary; maintains accurate records; sort items into categories according to established methods; demonstrate dexterity.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 6 mos. trg. or 6 mos. exp. in general maintenance & repair procedures, general landscaping/groundwork & plant maintenance procedures & use & maintenance of associated tools & equipment; valid driver's license.

-Or 6 mos. exp. as Roadside Park Caretaker 2, 53632; valid driver's license.

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

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

Pesticide applicator's license required if applying pesticides regulated by law.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather; may be on 24 hour call.