



## **Employment Opportunity**

Park Technician – Piney Run Park

\$15.47 hourly salary (Grade C07)

40 hour position with full benefit package

***Apply By: Monday, October 28, 2019 @ 5:00 p.m.***

**GENERAL RESPONSIBILITIES** Provide general administrative, program and maintenance support to Park Superintendent in accordance with Recreation & Parks policies and procedures.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Serve as administrative assistant for Park Superintendent
2. Greet and assist park patrons
3. Prepare payment vouchers, purchase requisitions, work orders, personnel requisitions, travel authorizations and other documents
4. Manage reservation and other calendars for park grounds, pavilions and buildings
5. Operate a full range of parks and grounds maintenance equipment
6. Perform janitorial services as needed
7. Perform routine park maintenance as directed to insure safe and clean environment for park patrons
8. Prepare and oversee work assignments for volunteers, students and service workers
9. Follow OSHA, MOSH, BOCA, Department of Natural Resources and County Parks Rules and Regulations, State Annotated Code and other Federal, State and local laws
10. Provide support to program operations and assist with animal care at park as directed
11. Report to work outside of normal work hours for emergency operations
12. Perform related duties as to specific assignments
13. Any employee may be identified as Essential Personnel during emergency situations
14. Provide services to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
15. Communicates with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. High school diploma or GED
2. Four years of experience in administrative support or park experience

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Type at no less than 40 wpm

## **SPECIAL REQUIREMENT AND LICENSES**

1. Requires criminal background check as condition of employment
2. Requires flexible work schedule, including evenings, weekends and holidays

A Carroll County Government job application is required for this position

**Apply on-line: [www.carrollcountymd.gov](http://www.carrollcountymd.gov)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 10/7/19  
(20-57)**

**Carroll County is an equal opportunity employer**

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.