

NEW CASTLE COUNTY GOVERNMENT

Number 0348

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Date 03/23/16

CLASS SPECIFICATION

Title: PROPERTY MAINTENANCE TECHNICIAN

Approved:



GENERAL STATEMENT OF DUTIES: Performs supervisory special services work within an assigned geographic area, facility, or complex. This work may involve a combination of turf management, athletic field maintenance, permit applications and monitoring, or construction projects within the park system.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for establishing and implementing specific turf and athletic field maintenance, pavilion and athletic field permitting, and construction projects. Work includes assigning, scheduling, and inspecting the work of crews of skilled, semi-skilled, or unskilled employees. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Supervises turf, permitting, construction, and/or facility maintenance projects;
- Inspects the work of outside contractors to ensure compliance with county standards
- Coaches, counsels, and administers discipline to employees when applicable
- Interacts with various groups and community organizations on events taking place within the park system
- Monitors and follows through on all service requests received for a designated area
- Assists subordinate supervisors in planning, laying out, and scheduling work crews;
- Originates and follows through on orders for materials, equipment, or supplies necessary for activities;
- Maintains and prepares budget records, staffing hours, equipment, and reports;
- Assists in developing policies and procedures;
- Supervises, trains, instructs, and evaluates employees;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of basic parks maintenance, permit applications and processing, and construction; good knowledge of tools and equipment used in parks maintenance, and construction; good knowledge of supervisory and training techniques and procedures; ability to effectively supervise employees; ability to effectively interpret problem areas and implement action to correct problems; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain required records; ability to pass a Class III County physical examination.

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MINIMUM QUALIFICATIONS: At least one (1) year experience in parks maintenance, construction, or horticulture and possession of a Bachelor's Degree from an accredited college or university with major course work in parks administration, agronomy, horticulture, or related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Within one (1) year of filling this position, the employee must complete the following certifications: Certified Playground Inspector through the National Playground and Safety Institute and Certified Pesticide Applicator through the State of Delaware; must pass a Class II County physical examination.

HISTORY OF REVISIONS:

Established: 11/01/97
Revised: 01/01/02
Revised: 03/23/16