

**MINERAL COUNTY**  
**POSITION DESCRIPTION**  
**JULY 2021**

**POSITION: MAINTENANCE MANAGER**

**DEPARTMENT: ST. REGIS PARK**

**ACCOUNTABLE TO: ST. REGIS PARK COMMITTEE**

**SUMMARY OF WORK:** Maintenance of buildings, pond, equipment and grounds.

**DISCRIPTION:** Perform all labor duties outdoors in all weather including;

Adherence to all safety procedures, verbal and written when mowing, heavy lifting, fertilizing, burning, using chemicals and machine maintenance.

**PUBLIC CONTACT:** Assist with pre and post event management. Supervise and schedule work for County Court community service appointees.

**SUPERVISION RECEIVED:** Park Committee will assign projects and tasks.

**ESSENTIAL FUNCTIONS:** operate and preform light maintenance on lawn equipment. Paint, manages irrigation system, dig holes, plant flowers, lift up to 50 pounds, rake, winter debris cleanup, litter cleanup, collect water samples for monthly testing. Recommend major maintenance/project needs to Park Committee.

**MUST HAVE A VALID MT. DRIVERS LICENCE.**