

GENERAL PURPOSE: Provides assistance in the operation and maintenance of Natrona County park and recreation facilities. Time will be divided between lake and mountain parks.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the operation and maintenance of the County's park and recreation facilities including campgrounds, picnic areas, ski areas, lodging, snowmobile trails, archery ranges, and museum facilities.
- Operates, repairs, and maintains various types of heavy equipment used in parks maintenance.
- Constructs, installs, and repairs park infrastructure including recreation buildings, campgrounds, shelters, outhouses, roads, and/or signs.
- Plows snow, grooms ski trails, collects garbage, and performs other general maintenance duties.
- Operates and maintains water and wastewater systems in accordance with Federal, state, and local requirements.
- Assists in maintaining water and sewer licenses and ensuring the public is provided with safe drinking water.
- Provides customer service to and meets with the public including clubs, special interest groups, and/or outside agencies.
- Enforces Park rules and regulations and assists in ensuring the public is provided with safe and well maintained park facilities.
- Prepares and maintains a variety of departmental records and documentation.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent, and three years' experience performing parks maintenance functions; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid Wyoming Commercial Driver's License, willing to obtain a Level I Water Systems Operator License and Level I Waste Water License.

Required Knowledge of:

- Principles and practices of parks operation and public recreation.
- Regulations and standards governing the maintenance of public park facilities.
- Construction and maintenance principles, techniques, tools, and equipment.
- Water and waste water treatment processes and procedures.
- Records and documentation relative to park operations.

Required Skill in:

- Coordinating park maintenance activities for area of assignment.
- Assisting in ensuring the public is provided with safe and well maintained park facilities.
- Performing parks maintenance and operating and various types of heavy equipment.
- Interacting with and providing customer service to the public.
- Establishing and maintaining effective working relationships with others.