

Special Projects Worker Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs highly skilled tasks in the completion of special projects for the Genesee County Parks and Recreation Commission. Works under the direction of the Special Projects Lead and Parks Superintendent. Performs related duties as required.

STATEMENT OF TASKS:

Assists in the planning and execution of special projects throughout the Parks system;
Completes non-routine and/or high-priority maintenance and improvement projects throughout the Parks system;
Ensures adherence to safety protocols, quality standards, and timelines;
Maintains tools and equipment to ensure good working condition;
Communicates project updates to supervisors;
Maintains accurate records of all project activities, work orders, and materials;
Supports ongoing maintenance operations;
Performs general administrative and operational duties as assigned.
Maintains a collaborative relationship with other Divisions of the Department.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.
Skills in reading blueprints, technical drawings, and equipment manuals.
Ability to adapt quickly to new responsibilities and shifting priorities.
Detailed knowledge of safety policies and procedures.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; vocational training or apprenticeship preferred, AND minimum three (3) years proven maintenance experience.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.