

Luzerne Conservation District Job Description

Title: **Program Technician**

Program: **General District Operations (Building & Grounds)**

Potential Classifications: **PT (Part time, Non-exempt)**

Updated: October 2020

PURPOSE:

The purpose of this part time position is to keep the building, grounds and equipment in good operational and aesthetic condition. This position will also involve special and non routine projects under the direction of the Executive Director. All tools and materials needed to complete job tasks will be provided by the District. The Building & Grounds Program Technician works under the direction of the Executive Director.

JOB DUTIES AND RESPONSIBILITIES:

- Maintain grounds (weeding, mulching, pruning, planting, mowing, leaf blowing/raking, trimming, clearing snow/ice, etc.)
- Vehicle and equipment maintenance and minor repairs (check/change fluids and filters, wash, clear of snow/ice, etc.)
- Building maintenance (basic repairs, painting, clean gutters, windows, etc.)
- Interior cleaning (vacuuming, dusting, cleaning floors, cleaning bathrooms, emptying trash, etc.)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use hand and power tools
- Ability to perceive mechanical, physical, and spatial relationships
- Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements.
- Ability to exert moderate physical stress in light to heavy work, involving climbing and balancing. Ability to handle, finger, and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc. associated with objects, materials and ingredients.
- Ability to work under mildly unsafe and uncomfortable conditions, in regard to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, insects and/or dust.
- Ability to operate motor vehicles.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.

The Luzerne County Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the LCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.