

SEASONAL DISTRICT TECHNICIAN POSITION DESCRIPTION

This position is that of a seasonal district technician responsible for equipment and services. This is a seasonal position from April to December depending on the weather conditions and workload.

DUTIES AND RESPONSIBILITIES:

1. Keep the district grounds, tree shed, and equipment clean, neat, and organized including mowing at the Arboretum.
2. Take steps to prevent damage or theft of all district equipment by locking up the equipment and facilities after use.
3. Maintains equipment and uses it for authorized purposes.
4. Contacts the district office with any major breakdowns and repair needs.
5. Develops working knowledge and safe operation of equipment.
6. Develops proper knowledge of all fuels, oil types, fluids and tools used for district equipment.
7. Turns in all shop and district equipment expenditures to the district office.
8. Completes seasonal equipment maintenance and repair as scheduled, includes winterizing equipment.
9. Keep accurate records of maintenance and repairs on equipment.
10. Work cooperatively with staff and producers.
11. Keep accurate records of hours and mileages on services performed and present to district clerk for billing.
12. Contact producers with services that need to be performed.
13. Check in daily with office on work day with plans, where & when you plan to return.
14. Drive tractor and operate tiller, rotary mower, and weed badger.
15. Keep accurate tech notes in file at the district office on services performed.
16. Be able to lift 50 pounds.
17. Perform other duties per request of the board.

SUPERVISION: This position is the direct responsibility of the supervisors.

PERFORMANCE REVIEW: Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board

WAGES: Board of supervisors will determine wage and benefits and schedule.

Employee

Date

SCD Supervisor

Date