

Park District of Ottawa County

Position Description

Posting Dates: September 28th – October 9th, 2026

Job Title:	Park Maintenance Technician
Reports to:	Executive Director
Job Status:	Part-time, up to 28 hours per week, exempt/classified
Salary Range:	\$21.00 - \$23.00 per hour, or commensurate with experience

Job Summary:

The Park Maintenance Technician is responsible for the maintenance, operation, and improvement of the Park District's parks, trails, natural areas, and facilities. This position performs a wide variety of skilled and semi-skilled maintenance tasks, assists with construction and capital improvement projects, maintains equipment and vehicles, works closely with volunteers and contractors, and provides assistance with the Park District's Parks and Trail Improvement grant program. The Park Maintenance Technician plays a key role in ensuring the Park District's properties remain safe, attractive, and welcoming for visitors.

Essential Duties and Responsibilities:

- Perform routine inspection and maintenance of parks, trails, trailheads, parking lots, boardwalks, bridges, playgrounds, picnic areas, signage, benches, and other park amenities.
- Mow, trim, edge, prune, remove invasive vegetation, and maintain landscaped and natural areas.
- Perform seasonal maintenance including leaf removal, snow removal, storm cleanup, and trail clearing.
- Inspect park facilities for safety concerns and complete necessary repairs.
- Install and repair fencing, kiosks, signs, benches, trash receptacles, and other infrastructure.
- Operate and maintain tractors, mowers, utility vehicles, trailers, chainsaws, skid steers, compact equipment, and hand tools.
- Perform or schedule preventative maintenance on all equipment and vehicles including oil changes, lubrication, blade sharpening, tire maintenance, and minor repairs.
- Maintain accurate equipment service records.
- Keep maintenance shop clean, organized, and compliant with safety standards.
- Maintain inventory of equipment, tools, supplies, and replacement parts. Follow inventory policies.
- Assist with construction of new parks, trails, boardwalks, overlooks, nature play areas, and other capital improvement projects.

- Coordinate daily activities with contractors, engineers, consultants, and utility providers during construction projects.
- Monitor work performed by contractors for compliance with project plans and the Park District's expectations.
- Assist with site preparation, material delivery, installation, and project completion.
- Track project progress and assist with documentation as requested.
- Assist in organizing and supervising volunteer workdays.
- Train volunteers on proper tool use and safe work practices.
- Work cooperatively with community organizations, service clubs, youth groups, and conservation volunteers.
- Apply pesticides and herbicides in accordance with Ohio law, Park District policies, and restoration plans.
- Monitor invasive species and assist with habitat restoration projects.
- Assist with tree planting, native landscape maintenance, and ecological restoration activities.
- Utilize GIS for maintenance record keeping and map development.
- Respond to visitor concerns and provide courteous public assistance.
- Maintain safe work practices and comply with OSHA and Park District safety policies.
- Participate in emergency response and storm recovery efforts when needed.
- Represent the Park District in a professional manner.

Essential Knowledge, Abilities, Skills, Education:

- High school diploma or GED, Associates Degree in Parks and Recreation-related field preferred.
- Minimum of two (2) years of experience in park maintenance, grounds maintenance, landscaping, construction, forestry, public works, or related field.
- Valid Ohio driver's license with acceptable driving record.
- Ability to lift 75 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to safely operate maintenance equipment and power tools.
- Knowledge of park and trail maintenance practices.
- Knowledge of equipment maintenance and repair.
- Ability to safely operate heavy equipment and power tools.
- Ability to read construction plans and follow project specifications.
- Strong organizational and inventory management skills.
- Ability to work independently with minimal supervision.
- Strong communication and customer service skills.
- Ability to prioritize multiple projects and meet deadlines.

Certifications: (the successful candidate will be required to maintain or obtain)

- Ohio Commercial Pesticide Applicator License

- Certified Playground Safety Inspector (CPSI)
- Valid Ohio Driver's License
- First Aid/CPR Certification
- GIS training
- Chainsaw safety and heavy equipment training

Job Location:

- Report each work day to main office. May be required to attend meetings outside of regular work hours or report to various locations throughout Ottawa County.

Equipment Used

- Computer, printer, scanner, general office equipment, power tools, hand tools, John Deere Gator, Park District truck, chainsaw (previous experience required)

Other Responsibilities

- Other related functions and responsibilities as designated by the Executive Director.

Additional Benefits

- Position includes earned sick time and retirement benefits (Ohio Public Employees Retirement System – OPERS)

How to Apply

- Send cover letter and resume to jwilson@ottawacountyparksoh.org by October 9th, 2026 at 4:30pm. Please contact Jannah Wilson at (419) 707-4051 with any questions related to the position.

The Park District of Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.