



MAINTENANCE TECHNICIAN

ORGANIZATION OVERVIEW:

Jefferson County Greenways (JCG) was established to manage the daily operations and upkeep of the three largest greenspaces in Jefferson County, Alabama: Red Mountain Park, Ruffner Mountain, and Turkey Creek Nature Preserve. With a centralized management approach, we seek to enhance the efficiency of these parks through shared staff, equipment, and resources. Our greenspaces span over 3,000 acres of protected forests and waterways, and welcome more than 300,000 visitors annually. JCG plays a vital role in preserving habitat for native plants and wildlife, fostering connections between the community and nature, and safeguarding the industrial heritage of Greater Birmingham.

Jefferson County Greenways encompasses two entities. Jefferson County Greenways Foundation is a nonprofit organization providing community support and services in the form of conservation initiatives, educational programs, capital improvements, and master planning for the parks. Jefferson County Greenways Commission is a State entity responsible for providing the operations and maintenance of each greenspace. Together, these entities create a fun, safe, and natural environment for all to enjoy.

POSITION SUMMARY:

This is an exciting opportunity to join a diverse, talented, and passionate team. The Maintenance Technician will assist with day-to-day maintenance, upkeep, and patrol of Jefferson County Greenway grounds, facilities, public areas, and additional parcels.

POSITION RESPONSIBILITIES:

Under the guidance of the Park Managers, the Maintenance Technician supports day-to-day maintenance operations at one or more park locations, with special emphasis on the following:

Grounds and Facilities

1. Performs regular upkeep and maintenance of grounds, trailheads, parking lots and related public facilities including:
 - a. Mowing, edging, trimming, blowing, pruning trees and shrubs, watering, mulching, raking, hoeing, digging, chipping brush, weeding, deadheading, and edging.
 - b. Repairs, sands, scrapes, paints, or stains: tables, benches, fences, kiosks, signs, doors, gates, railing, and small structures.
 - c. Maintains, cleans, services, and/or repairs facilities and equipment.
2. Cleans and removes litter from grounds, parking lots, and other public areas; assesses, empties, and maintains proper waste receptacles/containers and materials.
3. Helps to support activities such as programs and events by setting up, cleaning up, assisting guests, or guiding volunteers.

Trails

4. Regularly inspects all trails, structures, and signage:
 - a. Reports and repairs any damage or vandalism.
 - b. Ensures trails are clear of litter, fallen trees or limbs, and safe for visitors.
 - c. Helps to monitor trail surfaces to minimize erosion.
 - d. Implements and ensures closure of non-official trails.



- e. Repairs all tables, benches, fences, kiosks, signs, doors, gates, railing, and small structures.
5. Enforces ordinances and rules tactfully and courteously.
6. Maintains, services, repairs and/or replaces Trail Counters and Cameras. Communicates information findings.

Equipment

7. Maintains all tools and equipment owned or leased by the Jefferson County Greenways.
 - a. Organization and routine maintenance of all tools, equipment, work areas, and storage.
 - b. Washes and cleans storage area, vehicle, and maintenance equipment.
8. As needed, provides written estimates for projects that include the materials, projected costs, and completion time, while following procurement procedures.

Other

9. Follows guidance and task assignments from Park Managers and reports activities using a maintenance management software program.
10. Follows safety and personal protective equipment guidelines.
11. Performs customer service functions; provides information and assistance relating to facilities or activities.
12. Responds to routine questions/complaints; researches problems and initiates problem resolution.
13. Performs opening and closing procedures as needed.
14. Undertakes other land stewardship tasks, as needed and appropriate, such as invasive species control, tree planting and other restoration activities.

Essential Skills and Qualifications:

1. Ability to work with a team or independently, taking the initiative to solve problems.
2. Ability to work a flexible schedule, including being *on-call*.
3. Ability to conduct physically strenuous field work in rugged, outdoor terrain including fieldwork on foot and with equipment.
4. Ability to maintain a valid Alabama Drivers License.
5. Ability to use a computer or smartphone for communication and reporting.
6. Skilled in principles of construction, carpentry, plumbing, electrical, masonry, and painting; operation and maintenance of types of equipment used in construction and landscaping.
7. Skill to use and manipulate small hand tools such as screwdrivers, hammers, and saws as well as larger tools such as shovels, trowels, and rakes; construct, maintain, and repair various types of structures used in park access and use.
8. Ability to safely and effectively use power equipment such as wood saws, drills, chainsaws, weed trimmers, and brush blades.
9. Attention to detail and ability to accurately track and report on project metrics, activities, and accomplishments.
10. A genuine passion for environmental education and land conservation.



Exceptional candidates will have some or all of the following:

1. Knowledge of flora and fauna native to Alabama
2. Knowledge of invasive species
3. Knowledge of GPS/GIS
4. Knowledge of trail construction and maintenance techniques
5. First Aid/CPR/AED certification
6. **F**luent in Spanish
7. Leave-No-Trace certification
8. Pesticide/Herbicide Applicator Permit
9. Commercial Driver License
10. Skilled in small engine and vehicle repairs and maintenance
11. Skilled in operation of heavy equipment such as tractors or construction equipment
12. Skilled in welding

Studies have shown that underrepresented groups, including women and people of color, are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job from diverse backgrounds and with attention to lived experience. Jefferson County Greenways will consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

COMPENSATION:

- Full-time position: 40 hours/week (weekend coverage is required)
- Salary Range: \$40,000 to \$50,000
- 11 Paid Holidays, Paid Time Off - starting at 18 days a year
- Applicants subject to a Background Check, Driving Record Check and Drug Screening
- Health/Dental Coverage through the State Employees Insurance Board
- Retirement benefits through Retirement Systems of Alabama

TO APPLY: Send resume and cover letter to Amy@Jeffcogreenways.org

POSITION CLOSES: Dec 20, 2024

DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position, working hours, and designate other functions as essential at any point in time. This job description is not an employment agreement or contract.