



Maintenance Worker - Facilities Application Packet

Do you take pride in maintaining buildings and grounds, enjoy hands-on work, and have skills in plumbing, electrical, and HVAC systems? If so, the Ashland County Park District is looking for someone like you to help keep our parks and facilities running smoothly! We are searching for a part-time, enthusiastic professional to maintain and enhance our parks and facilities.

1. Complete the attached Ashland County Park District employment application form. Please complete all areas of the application.
2. Attach a copy of your current resume and cover letter.

Application Packets will be accepted through January 24th, 2025. Please send completed applications and any questions to:

director@ashlandcountyparks.com

Ashland County Park District Mission Statement

To conserve natural areas of forest, woodland, farm field, pond and stream for the enjoyment of the people.

To promote multiple uses for these areas including hiking, walking, biking, hunting, fishing, bird watching, and other outdoor pursuits.

The ACPD shall, as a part of this mission, enhance opportunities for the people to study nature and their rural agricultural heritage.

Maintenance Worker - Facilities

Responsibility

Under the supervision of the Maintenance Supervisor, the Maintenance Worker - Facilities is responsible for the upkeep, maintenance, and repair of park facilities. This includes performing basic carpentry, electrical work, HVAC maintenance, masonry, and routine cleaning to ensure that all facilities meet park district standards for safety, functionality, and cleanliness.

Examples of Duties

- Conduct routine maintenance and repairs on park facilities, including plumbing, electrical systems, HVAC units, and structural components.
- Clean and sanitize shelters, restrooms, visitor centers, and other park buildings to maintain high standards of cleanliness and usability.
- Operate and maintain park equipment such as hand tools, power tools, mowers, and utility vehicles.
- Support facility-related projects such as painting, masonry repairs, and minor construction.
- Assist with facility preparation, setup, and teardown for special events, programs, and rentals.
- Collaborate with volunteer park managers to ensure facilities align with park district standards.
- Provide information to the public and address facility-related concerns or complaints.
- Perform groundskeeping tasks, such as mulching and landscaping, when required to support facility aesthetics.
- Perform other duties as assigned.

Desired Training and Experience Requirements

- A combination of training and experience that demonstrates the ability to maintain and repair facilities, including plumbing, electrical systems, and HVAC units.
- High school diploma or equivalent.
- Valid Ohio driver's license with a good driving record (must be insurable).
- Experience in building maintenance, repair, and custodial work.
- Satisfactory completion of a criminal background check.

Required Physical Abilities Include the Following, but Are Not Limited To:

- Ability to work in extreme weather conditions, including heat, cold, rain, and snow.
- Capability to occasionally lift and carry items exceeding 50 pounds.
- Capacity to work in diverse environments, including rooftops, confined spaces, and areas with dust or loud noise.
- Ability to safely operate and work near heavy equipment and machinery.

Hours of Work

- Part-Time (24 hours/week)
- Temporary Full-Time seasonally
- Flexible schedule: may be required to work afternoons, evenings, and weekends as required

Salary Range

- \$12-18.00/Hour DOQ
- Enrollment in Ohio Public Employees Retirement System, paid holidays, vacation, and sick leave

Ashland County Park District

1301 Park Street, Ashland, OH 44805

Website: *www.ashlandcountyparks.com*

419-289-3524

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE • AN EQUAL OPPORTUNITY EMPLOYER)

The Ashland County Park District is an equal opportunity employer and employment decisions are made without regard to race, religion, color, sex, pregnancy, sexual orientation, genetic information, national origin and ancestry, age (where protected by law), veteran status, disability or military status.

Even if you are submitting supplemental information with your application, all information on the Ashland County Park District Application For Employment must be complete.

GENERAL INFORMATION

Date _____

Position Applied For _____

Name _____
Last First Middle

Current Address _____

Number Street City State Zip

Home Telephone (____) _____ E-mail address _____

Cell Phone (____) _____ Social Security number _____

Are you 18 years of age or older? Yes No N/A

If under 18, can you provide a work permit? Yes No

Are you currently employed? Yes No

If yes, may we contact your employer? Yes No

If hired, are you legally eligible for employment in the United States? Yes No
(Proof of legal work status will be required upon employment)

Employment desired: Full-Time Part-Time

When are you available to start? _____

Shifts available to work Mornings Days Evenings Weekends

Can you travel if the job requires it? Yes No

Do you have any physical limitations that preclude you from performing any work? Yes No

If yes, please describe: _____

EDUCATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate School				
Bus. or Trade School				
Professional School				
Special Honors				

EQUIPMENT SKILLS

Check off those equipment skills with which you are proficient.

Chainsaw Tractors Skid loader Weed eater
 Lawn mower Power tools Excavator
 Other. Please list _____

DRIVER'S LICENSE

Do you have a driver's license? Yes No

Driver's license number _____ State of issue _____

Expiration date _____ Have you ever had a moving violation? _____

*Must be insurable by our insurance provider.

OTHER SPECIAL SKILLS

Please list other special skills you may have, e.g., licenses, special training required for the position for which you are applying, etc.

Are you a veteran? Yes No

If yes which branch of service? _____

List Rank: _____ List Length of service: _____

In case of emergency please notify:

Name Address Phone

WORK EXPERIENCE

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary. Exclude organization names which indicate race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

Most Recent Employer	Dates Employed From: To: Final pay rate:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	
Employer	Dates Employed From: To: Final pay rate:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To: Final pay rate:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To: Final pay rate:	Work Performed

Address	Supervisor	
Job Title	Reason for Leaving	

ASHLAND COUNTY PARK DISTRICT RELEASE OF INFORMATION (APPLICANT WILL SIGN & DATE)

I, _____, authorize The Ashland County Park District to make
 (Print your name)

inquiries of my former employers regarding my past employment record, including dates of employment, salary, performance evaluation, etc., for the purposes of assessing my qualifications for employment.

SIGNATURE: _____

DATE: _____

REFERENCES	
Please list two references other than relatives. Prior employers preferred.	
Name _____	Name _____
Position _____	Position _____
Years Known _____	Years Known _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____

WAIVERS AND DISCLOSURES

Please read each section carefully and sign where indicated.

AT-WILL EMPLOYMENT

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

I understand that I may be subject to a background check, and hereby authorize The Ashland County Park District (ACPD), to investigate my background to determine any and all information of concern as to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records and criminal records through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired.

PLEASE SIGN HERE: _____ **Date** _____

**Ashland County Park District
1301 Park Street
Ashland Ohio 44805**

Thank you for applying to The Ashland County Park District

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____

Notes:

