

## MACON COUNTY CONSERVATION DISTRICT

**Job Title:** Seasonal Site Keeper  
**Department:** Operations  
**Reports To:** Unit Supervisor  
**Position Status:** Non-exempt  
**Job Code:** 482

### Summary:

Under direction of the Unit Supervisor, performs daily maintenance of parks, facilities, equipment and vehicles.

### Qualifications:

High school diploma or GED  
Valid Illinois Driver's License

### Essential Functions:

Under direction of the Unit Supervisor:

1. Performs cleaning of facilities for public use such as: picnic areas and campgrounds, including pavilions, restrooms, charcoal grills, fire rings and refuse cans.
2. Performs grounds maintenance to picnic areas, campgrounds and trails such as: mowing, trimming, raking, seeding, planting, mulching, watering and snow removal.
3. Operates and maintains a variety of vehicles, equipment and tools after proper instruction and training; including, but not limited to, trucks, tractors, mowers, weed eaters, saws, drills, etc.
4. Inspects District vehicles, equipment and tools before operating or using for safe working conditions, insuring that all lubricant and fluid levels are maintained to proper levels.
5. Uses proper safety procedures and equipment to maintain safe working conditions to insure employee and public safety.
6. Informs supervisor of any unsafe equipment or conditions.
7. Maintains satisfactory working relationships with District employees and the general public.

**Marginal Functions:**

1. Occasionally may assist in carpentry, plumbing, electrical and landscaping construction projects.

**Psychological Considerations:**

1. Must work around general population in public areas.

**Physiological Considerations:**

1. Must be able to lift up to 50 pounds.
2. Physical dexterity and fine motor skills to operate machinery and equipment.

**Environmental Considerations:**

1. Exposed to various weather conditions including extreme heat, cold, rain, snow and ice.
2. Protective clothing must be worn when applicable.
3. Indoor environmental conditions include lighting and temperature.
4. Occasional hazardous working conditions on construction sites and along roadways.

**Cognitive Considerations:**

1. Must be able to comprehend directions and implement them.
2. Must use good safety awareness and judgment.
3. May be required to respond to emergencies.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.