

PARK MAINTENANCE
NEW EMPLOYEE CHECKLIST

EMPLOYEE: _____

EMPLOYEE ID#: _____

Parks Admin Asst. – Return once ID Badge has been picked up.

- ◆ ISSUE FOB. #1 or #2

FIELD SUPERVISOR – New Employee Forms in Park Maintenance folder/new employee documentation

- ◆ INTRODUCE NEW EMPLOYEE TO THEIR MANAGER AND SHOW THEM AROUND A BIT
- ◆ NEW EMPLOYEE CHECKLIST
- ◆ MANAGER’S EXPECTATIONS
- ◆ ORGANIZATIONAL CHART OF PARK MAINTENANCE
- ◆ LUNCH / BREAKS
- ◆ N.E.O. DISCUSSION-CHANGE OF HOURS (8:00am-5:00; or until end of NEO each day)
- ◆ ON-CALL / AFTER HOURS REPORTING
 - SUBMIT TIMES WORKED TO FIELD SUPERVISOR OR CREW LEADER
- ◆ ACCIDENT / INJURY REPORT PROCESS
- ◆ DOT TESTING-COMPLIANCE INFORMATION SHEET (If currently holds a CDL)
- ◆ HIGH WATER EXPECTATIONS – SHOW BOOKS AND OUTLINE PROCEDURES
- ◆ NIMS TESTS
- ◆ HAZARDOUS COMMUNICATION TRAINING
- ◆ BOOTS RECEIVED – FORM AND RECEIPT GO TO JENNIFER
- ◆ ENROLL NEW EMPLOYEES IN DEFENSIVE DRIVING & AED/CPR/FIRST AID TRAINING
- ◆ HIP LINK AUTHORIZATION FORM
- ◆ ATTENDANCE POLICY
- ◆ UNIFORM POLICY
- ◆ UNIFORM ORDER FORM

IN ORDER TO KEEP MICROMAIN UP TO DATE FOR EMPLOYEES, PLEASE FORWARD ALL COPIES OF CERTIFICATES/COMPLETION DATES OR ANYTHING ELSE TO BE CAPTURED IN MICROMAIN OR PERSONNEL FILES.