



Parks Maintenance Coordinator

Parks and Recreation

PR/5

Grade 12/Non-Exempt

JOB SUMMARY

This position coordinates the maintenance of Parks facilities and grounds.

MAJOR DUTIES/ESSENTIAL FUNCTIONS

- Schedules and supervises the work of a crew of inmate workers.
- Maintains and repairs irrigation systems.
- Maintains athletic fields; prepares fields for play.
- Prunes trees and bushes.
- Supervises and participates in landscape maintenance, including mowing, trimming weeds, trimming trees and shrubs, and removing leaves.
- Inspects the safety of playground equipment; reports maintenance and repair needs to supervisor.
- Assists in setting up for special events, tournaments, and programs.
- Supervises and participates in the maintenance of parks facilities.
- Operates a variety of equipment, including trucks, bush-hog, and hand and power tools.
- Supervises and participates in the maintenance and repair of vehicles, tools, and equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of park and grounds maintenance principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of equipment operation, maintenance, and repair principles.

- Skill in planning.
- Skill in reading and interpreting maps and drawings and specifications.
- Skill in the use of hand and power tools.
- Skill in the operation of a variety of grounds maintenance equipment.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Parks and Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical and supervisory duties. The variety of tasks to be performed contributes to the complexity of the work.
- The purpose of this position is to supervise and participate in the work of a crew of inmates engaged in the maintenance of county parks and recreation facilities. Successful performance in this position contributes to the efficient and effective maintenance of county facilities.

CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, contractors, inmates, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision of an assigned crew of inmates.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain certification by the Georgia Department of Corrections.