



# JOB ANNOUNCEMENT

## PARKS CREW COORDINATOR (Position will be available after March 30, 2012)

<b>DEPARTMENT:</b>	Parks and Recreation	<b>POSTING DATE:</b>	January 27, 2012
<b>PAY GRADE:</b>	13 Non-Exempt	<b>JOB CODE:</b>	5115-325
<b>PAY RANGE:</b>	Hourly: \$10.72 - \$16.08 Annual: \$22,297 - \$33,446	<b>WORK STATUS:</b>	Full Time
		<b>APPLY BY:</b>	Open Until Filled

### JOB SUMMARY:

Coordinates and oversees daily activities of maintaining park grounds and/or recreation facilities. Insures that all work is completed in a timely and efficient manner in accordance with Parks and Recreation standards. Supervises full-time, part-time, and inmate details assigned to area.

### MAJOR JOB RESPONSIBILITIES:

- Oversees and assists subordinate employees engaged in the daily maintenance of Park grounds to include mowing, edging, trimming trees and hedges, maintaining landscape beds, painting signs and buildings, picking up trash, cleaning restrooms and pavilions and general maintenance of facilities.
- Oversees and assists subordinate employees engaged in the daily maintenance of Recreation facilities to include: mowing ball fields, cleaning tennis courts, dragging and lining ball fields, painting the football field, setting up for baseball, softball or football events according to league rules and regulations, repairing playground equipment, cleaning dugouts and bleachers, setting tables and chairs for events, picking up trash and cleaning and replenishing restrooms.
- Inventories all supplies including restroom and grounds maintenance supplies to insure adequate supplies are available for use.
- Insures storage facilities in assigned area are clean and that all assigned equipment is properly maintained.
- Operates tractor, dump truck, various mowers, ground maintenance equipment, light and medium construction equipment and various hand operated power equipment.
- Performs general maintenance, carpentry, plumbing and electrical work
- Oversees and assists in the construction and development of park grounds and facilities; hauls dirt, clears trees and brush, builds wooden bridges and park equipment, erects and repairs chain- link fences, etc.
- Prepares pools for seasonal use: Drains, cleans and paints; Backwashes, tests water, and adds appropriate chemicals as needed.
- Crew Leaders are assigned in specific areas: Facility, Landscape Maintenance, or Projects. Duties and responsibilities are area specific and will include a varied combination of the above listed job responsibilities.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS REQUIRED:**

### Education and Experience:

- High School Diploma or G.E.D.
- Five Years Experience in maintenance.
- Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

### Licenses and Certifications:

- Must possess a valid Class C Georgia driver's license and satisfactory motor vehicle record. CDL Preferred.

### Knowledge, Skills, and Abilities:

- Knowledge of the principles, practices, techniques and methods of park maintenance and recreation facility requirements.
- Knowledge of supervisory techniques and the ability to oversee and direct employees.
- Knowledge of traffic rules and safety precautions.
- Ability to operate light to medium construction equipment, various mowers and grounds maintenance equipment.
- Ability to follow written and oral instructions.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to deal courteously and diplomatically with the public and other staff.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

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*Due to Georgia State Law, all applications are subject to public disclosure.*

*Only candidates to be interviewed will be contacted.*

*As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.*



*The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.*

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