

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Parks Coordinator

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 511

FLSA Status: Exempt

Job Code: R852

JOB SUMMARY

The purpose of this classification is to coordinate and supervise construction, maintenance and repair work for City Park parks, facilities, grounds and related equipment. Work involves prioritizing and scheduling assigned operations and projects; supervising work crews engaged in daily operations; reviewing and approving completed work; and preparing and maintaining operational and administrative records.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates and supervises daily operations, staff and activities of construction, maintenance, repair and landscaping work for parks, grounds, special events, facilities and other related equipment; performs inspections and identifies needed maintenance and repair work; receives work orders and assignments; establishes priorities; develops preventive maintenance schedules; develops weekly and daily operational plans; assigns work to crew members; obtains and issues necessary materials, equipment and supplies; provides direction and instructions to crews; and conducts meetings with staff and/or area coordinators regarding planned operations and projects.
- Oversees the work of subordinate staff and of contractors for assigned projects and maintenance operations; serves as project manager; reviews and evaluates work in progress and upon completion; ensures work adheres to divisional policies and procedures, quality standards and safety practices; and approves final work product.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Reviews and interprets design drawings, site plans, construction specifications, engineering plans, maps, and plats; prepares specifications and design plans for assigned projects,

including irrigation systems; prepares time, materials and cost estimates for assigned construction, maintenance and repair projects.

- Prepares budget information for assigned projects and operations; and monitors purchasing and expenditures within approved budget.
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information; maintains project records and operational records and files; and prepares administrative and operational reports upon request; and submits documents and reports to the Park Service Manager.
- Supervises the maintenance of assigned tools and equipment; schedules and coordinates preventive maintenance and repair on tools and equipment; and ensures tools and supplies are properly cleaned, stored and secured; prepares requisitions and purchase orders for needed equipment, materials and supplies.
- Prepares specifications for needed equipment, materials and services; and assists with procurement activities such as preparing invitations for bids and evaluating bid responses.
- Coordinates activities and establishes effective working relationships with vendors, contractors, architects and employees from other departments; provides information, assistance and directions to the general public; interprets Department policies and procedures; discusses City policies, contract requirements, and other project related issues with contractors.
- Works with department staff to identify special maintenance needs and to prepare for special events.
- Operates a personal computer and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software. Operates light and heavy maintenance equipment, hand and power tools when demonstrating proper maintenance techniques and/or engaging in maintenance work as the result of emergencies, peak workloads or staffing shortages.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree in a related field; Bachelor's degree preferred; supplemented by three (3) years of experience supervising facilities maintenance and/or training involving supervision, project coordination, general construction, landscaping, general building maintenance, HVAC, plumbing, electrical systems, mechanical systems, custodial maintenance, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Playground Safety Inspector certification preferred.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge principles, practices, techniques, methods, materials, safety requirements and tools and equipment used for assigned construction, maintenance and repair operations.
- Knowledge of applicable City, County, state and federal codes, ordinances and regulations pertaining assigned operations.
- Knowledge of department administrative policies and procedures, of supervisory and budgeting principles.
- Skill in the operation of hand and power tools and light, medium and heavy maintenance equipment.
- Ability to plan, coordinate, and supervise assigned construction, maintenance and repair operations.
- Ability to accurately estimate costs for a variety of construction and maintenance jobs. Ability to review, understand and interpret design drawings, site plans, construction specifications, engineering plans, maps, and plats.
- Ability to allocate and maintain equipment, materials and supplies. Ability to supervise staff.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, hazardous materials, machinery, or toxic agents.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.