

FAIRFIELD COUNTY

JOB TITLE:

Building, parks and Grounds Coordinator

GENERAL STATEMENT OF JOB

GENERAL PURPOSE: Under limited supervision, plans, organizes and supervises the staff and operations of the parks maintenance work crews; supervises regular maintenance of County Parks, park facilities, lawns, grounds, and Recreation building; assures that safe and clean park facilities are provided for residents. Reports to the Recreation Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Plans, coordinates, works and supervises the maintenance of landscape and grounds in assigned parks, recreation centers, and playgrounds, including inspection, maintenance, management and improvement of County parks; evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities.
- Coordinates the daily activities of assigned parks maintenance unit; coordinates and assigns staff, vehicles and equipment; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; establishes and enforces work methods, procedures and standards; assures that maintenance activities are in compliance with all laws, regulations, policies and safety standards.
- Supervises staff through appropriate work delegation; works along staff: meets regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.
- Supervises maintenance operations and resource allocations; prioritizes projects and inspects jobsites to assure quality work products and effective use of resources; oversees the maintenance of irrigation systems, inspects systems and repairs; plans and directs the application of pesticides, herbicides and fertilizers, and oversees work to assure the safe and effective application of materials.
- Supervises special projects; identifies problem areas and implements solutions; obtain quotes, orders and stages materials, supplies and equipment for special projects and assures projects meet goals and standards.
- Supervises a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that

adequate materials, supplies, and tools are available; reports and resolves safety conditions and security issues; processes and responds to work requests and complaints.

- Monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition.
- Recognizes and reports unsafe acts, conditions, accidents and injuries.

KNOWLEDGE OF:

- County policies and procedures.
- Methods, materials, tools and equipment used in parks maintenance.
- Landscape and irrigation design and maintenance practices and standards.
- Principles and practices of pesticide/herbicide application and plant disease identification and treatment.
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.

Occupational hazards and safety precautions Required Skill in:

- Using initiative and independent judgment within established procedural guidelines
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures
- Safe use of chemicals, pesticides, herbicides and cleaning compounds.
- Troubleshooting repairs on irrigation systems and equipment.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software
- Establishing and maintaining effective working relations with co-workers.
- Effective verbal and written communication.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

MINIMUM QUALIFICATIONS: Education and Experience: High School Diploma or GED equivalent; AND five year's experience in the maintenance and repair of park grounds and facilities. Two years of experience in a lead or supervisory capacity is highly desirable

Required Licenses or Certifications:

Must have a SC Driver License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate various types of equipment including compactor, rakes, shovels, hoes, brooms, etc. Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; work involves standing, walking, stooping, kneeling, reaching, etc. frequently or occasionally. Must be able to lift and/or carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of instructions to the public. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read pull tickets and receipts and the recycle chart. Requires the ability to complete various records. Requires the ability to communicate with co-workers, supervisor, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing equipment.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the department as they pertain to specific duties of the position. Understands the rules of approved types of materials to be disposed of into the bins. Knows of the records which must be maintained, and is able to maintain such records accurately. Has the ability to effectively communicate with individuals and groups from a wide variety of educational and cultural backgrounds. Is able to maintain the Center in a clean, orderly condition; has the ability to use a variety of types of yard maintenance tools. Has the ability to utilize commonsense understanding and independent judgment in routine situations. Has the ability to work in various weather conditions including smoke, dust, heat, cold, wetness, etc. Is able to take the initiative to complete the duties of the position without the need of direct supervision.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.