

**FAIRFIELD COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE SPECIALIST
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs the maintenance, repairs, and/or replacement of parts. Performs all plumbing, electrical, and carpentry task as required to enhance the function and appearance parks and recreation department grounds and facilities. Work involves performing tasks such as maintaining parks and athletic fields, maintaining and repairing playground equipment and recreational facilities, purchasing and ordering supplies such as cleaning supplies, trash bags, gas, oil, hand tools, paint, field chalk, etc., and erecting or constructing facilities for special events. Responsibilities also include all spraying for insects in the woodlands, parks and schools; fertilizing and seeding; paving concrete for sidewalks, and moving bleachers and tables for County events. Reports to the Director of Parks and Recreation.

SPECIFIC DUTIES AND RESPONSIBILITIES

Performs general repairs on facilities including, carpentry, plumbing, roofing, minor electric repairs and painting. Performs equipment maintenance including, changing blades, adjustments, tune ups, replacing parts, oil changes, etc.

Mows grass, cleans parks and playgrounds, landscapes, and performs other activities necessary in operating and maintaining County parks; prunes and trims shrubbery and trees.

Maintains and constructs picnic shelters and other structures associated with County parks; erects signs, stages, playground equipment, fences, etc.; performs minor concrete work.

Applies herbicides and insecticides; engages in tree and stump removal.

Performs general maintenance on equipment and vehicles; including oil changes, filter replacements, greasing, adjustments and basic repairs.

Maintains, replaces, and repairs community hazards such as broken playground equipment, broken benches, fencing, etc., and water leaks such as a broken pipes, fountains, bathroom fixtures, etc.

Sprays insecticide.

Fixes electrical outlets and plugs.

Repairs the benches, doors, cabinets, and ball field.

Orders and purchases supplies.

Maintains the lawn care by laying sod. Enhances the park appearance by pouring concrete and painting as required.

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Assists with the county athletic programs such as football, baseball, etc. and field management program. Installs foul poles, windscreens, soccer goals, etc.

Inspects parks and recreation areas.

Assists park supervisors and maintenance staff when needed.

Remains on call 24 hours for service needs such as water leaks, electrical problems, and emergencies such as hurricanes.

Receives and/or reviews information concerning proper type of fluids to use on insects and weeds destroying fields, soil samples for proper fertilizing and pH levels, and records concerning supplies used to keep proper supply on hand and stocked.

Prepares and/or generates field maintenance reports for proper care of athletic fields and supply list to ensure within budget.

Refers to labels on spray materials, product directions to ensure proper installation, sports schedules for availability to work on athletic field, and store accounts for usage.

Operates computer and vehicles such as trucks, tractors, forklift, backhoe, etc.

Utilizes small tools, plumbing and electrical supplies, insecticides, pesticides, and lumber.

Interact and communicates with general public, co-workers, supervisor, and various groups such as youth leagues, school officials, etc.

ADDITIONAL JOB FUNCTIONS

Empties trash receptacles; deposits recyclable material in proper receptacles.

Replaces light bulbs and fluorescent tubes.

Performs varied carpentry, painting, masonry, and other building maintenance tasks as required.

Polices grounds of and around recreational facilities, picking up trash and other debris; rakes leaves.

Must work evening and weekend as required.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or general education degree (GED). Also requires two to three months to one year of experience in labor-intensive maintenance work; or any combination of training and experience, which provides the required skills, knowledge and abilities. Must possess a valid state driver's license.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including tractors, lawn mowers, welders, rakes, and power and hand tools etc. Must be able to exert up to 80 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar 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 giving receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare time sheets and leave slips using prescribed format

Intelligence: Requires the ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

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 rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

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SPECIALIST PERFORMANCE

INDICATORS

Knowledge of Job: Has thorough knowledge of the method, procedures and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Maintenance Specialist. Has working knowledge of basic grounds keeping practices and procedures. Has working knowledge of pruning, spraying and trimming requirements of shrubs and trees. Has working knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used. Has working knowledge of construction techniques involved with the actual erection and maintenance of buildings and other structures. Has some knowledge of the maintenance and repair of small gasoline engines. Has some knowledge of and is able to use equipment, materials and tools used in the construction and maintenance trades. Is skilled in the use of mowers, sowers, pruners and other grounds maintenance equipment and tools. Is able to perform strenuous work under varying weather conditions. Is able to understand and follow oral instructions. Is able to establish and maintain effective working relationships as necessitated by work assignments.

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 interacts within department and division, and with co- workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends 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 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 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. Offers suggestions and recommendations to encourage and improve cooperation between all

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staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, Parks Maintenance Superintendent, professionals and the general 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 meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Strives to see 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.