



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Landscape Coordinator	Job Code:
Reports to: Director of Parks and Landscapes	FLSA Status: Non-Exempt
Department: Parks and Landscapes	Pay Grade:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

Manages, plans, implements and preforms landscape turf maintenance programs, on sports and park complexes and Effingham county properties.

Principal Duties and Responsibilities (Essential Functions):**

Coordinator assists with creation and implementation of turf maintenance programs, landscape design, installation projects and County wide landscape concepts

Distributes and assists in daily activities of Landscape Crew leaders

Advises supervisors of condition of Landscapes and complexes throughout Effingham County

Assists with creation of long and short term strategies in planning, organizing and direction of routine Landscape operations

Requires knowledge in the care and use of power equipment

Repairs and services equipment when necessary

Supervision of Inmate Labor/county employees

Responsible for all vehicles in Parks and Landscape Department to insure they are following the proper maintenance schedule

Other Duties:

Assigns work to crews

Reviews work of crews

Picks up paper and cigarette butts; empties garbage cans; hauls trash to dumpsters; puts new garbage bags into trash cans.

Transports leaf litter and branches to transfer station

Cuts grass; blows sidewalks; disperses killing granules; treats edges of fields with grass killers; aerates; weed eats; fertilizes fields and landscapes; trims branches; spreads seed; edges lawn and planting beds.

Drives truck; hooks trailers to trucks; loads and unloads tractor from trailers; operates tractor and lawnmower, weed eater and various hand tools.



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Cleans and maintains equipment daily; oil, blades, tires etc.

Repairs and adjusts sprinkler heads; sets sprinkler times.

Pressure Washes sidewalks and pavilions.

Unload shipments from trucks.

Makes minor building repairs and works on beautification projects throughout the county.

Supervises, directs, and evaluates assigned inmate and county labor, processing concerns and problems, directing work and completing performance appraisals.

Regular and routine attendance at work is required.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Work Hours M-F 7am to 3:30pm

May be required to work an occasional weekend for coverage at a special event/tournaments

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 3 year previous experience and/or training involving grounds maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the 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.

Human Interaction: Requires the capacity to act as a Work Lead, including overseeing work, acting on employee problems, and assigning the work of others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.



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Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.