



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Parks Coordinator</b>	<b>Job Code:</b>
<b>Reports to: Asst. Director of Parks and Landscapes</b>	<b>FLSA Status: Exempt</b>
<b>Department: Parks and Landscapes</b>	<b>Pay Grade:</b>

*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 for Effingham County Parks and Landscape Department.**

### **Principal Duties and Responsibilities:**

**Coordinator assists with creation and implementation of turf maintenance programs, landscape design, installation projects and athletic field maintenance.**

**Distributes and assists in daily activities of Park and Fields**

**Advises supervisors of condition of athletic fields and complexes about availability of use**

**Assists with creation of long and short term strategies in planning, organizing and direction of routine field and complex 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:**

**Mow, edge, trim, rake infields, operate riding mower, push mower, light duty truck, blower, sweeper and trimmers.**

**Prepare fields for games to include dragging, chalking, watering infield and setting bases.**

**Checking and cleaning restrooms at Parks.**

**Inspect all fields for proper safety.**

**Coordinate maintenance staff for tournaments.**

**Understand and follow oral and written instructions.**



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**Perform other duties as requested or 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

Required to work an occasional weekend for coverage at a special event/tournament

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 3 Years 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.

**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.