

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PART TIME PARKS MAINTENANCE WORKER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain County parks and recreation buildings, grounds, athletic fields, equipment, and related facilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitors work performed by community service workers; provides direction, training, and guidance; monitors status of work and troubleshoots problem situations.

Performs general maintenance work involving athletic field maintenance, grounds maintenance, and general building maintenance.

Performs daily opening/closing procedures; unlocks office and gates; retrieves messages from answering machine; opens/closes gymnasium for practices/games; sets up basketball goals; sets up pitching machines.

Maintains park grounds, athletic fields, recreational facilities, County building grounds, and related facilities; mows and edges park grounds, baseball/softball fields, football fields, and other grounds areas; prepares fields for games; drags and rakes ball fields; measures, marks, lays out, and applies lines to playing fields; paints foul lines and batting boxes; measures, places, and repairs pitching rubbers, home plates, and bases; sets up football fields; aerates, seeds, fertilizes, and waters grounds; applies herbicides and pesticides; rakes ground surfaces; disposes of litter and removes debris from grounds; moves bleachers; installs temporary fencing; repairs irrigation systems and sprinkler heads; installs landscaping materials; cuts down trees/shrubs; digs holes/trenches and shovels/spreads materials; lifts/moves heavy materials.

Maintains buildings, equipment, and related facilities; cleans restrooms, to include sweeping, mopping, cleaning mirrors, or disinfecting cleaning toilets/sinks; cleans/maintains offices; repairs lights and scoreboards; paints equipment, interior/exterior walls of buildings, or other surfaces; cuts, heats, reshapes and welds metal; repairs light fixtures and replaces light bulbs; posts community information signs; picks up litter/debris, empties trash containers, and transports trash to designated trash receptacle.

Monitors and inspects facilities and grounds to identify problems, needed repairs, or other situations requiring attention, such as vandalism, inoperative lighting, broken sprinkler heads, or safety hazards; reports problem situations to supervisor.

Monitors inventory levels of department equipment, tools, chemicals, supplies, and other materials; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement materials; obtains price quotes from vendors; replenishes supplies.

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a utility truck, tractor, backhoe, tiller, mower, infield machine, line machine, chalk box, field drag, weed eater, edger, leaf blower, seed spreader, hedger, drill, cutting torch, shovel, rake, hoe, pick ax, sledgehammer, sports paraphernalia, janitorial tools, gardening tools, mechanic tools, hand tools, measuring devices, ladder, or two-way radio.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, replacing parts, repairing tires, sharpening blades, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitor/ Facilitate recreation programs such as baseball, football, cheerleading, youth fast pitch softball and basketball; which includes communication with volunteers, coaches, recreation staff, sport's officials, participants and general public.

A transport, lifts, load and unloads various equipment and materials used in projects.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Prepares or completes various forms, reports, correspondence, logs, maintenance records, or other documents.

Receives various forms, reports, correspondence, invoices, receipts, price quotes, rule books, operational manuals, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, community service workers, other departments, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in grounds maintenance and equipment operation; supplemented by 5 months previous experience and/or training involving grounds maintenance, athletic field maintenance, equipment operation, and manual labor; 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 determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive 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 carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.