

**JOB TITLE: Coordinator**

**REC/3**

**DEPARTMENT: Recreation, Jasper County**

**JOB SUMMARY: This position is responsible for performing a variety of maintenance and custodial duties at department recreational and athletic facilities.**

**MAJOR DUTIES:**

- Prepares department facilities for daily use, including cleaning and setting up meeting and activity rooms.
- Operates tractor and push mower to mow grass at county parks and sports facilities.
- Maintains assigned tools and equipment.
- Trims trees, weeds, and edges as needed.
- Prepares fields, including mowing, lining, and dragging.
- Moves and sets up portable equipment and bleachers.
- Performs general cleaning of bathrooms, fields, and parking lot.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of grounds maintenance methods and practices.
- Knowledge of department and safety rules and regulations.
- Knowledge of grounds maintenance practices, including proper chemical application methods.
- Knowledge of field requirements and layouts for various sports.
- Skill in using various hand and power tools.
- Skill in maintaining grounds maintenance equipment.
- Skill in operating a tractor, push mower, and trimmer.
- Skill in oral and written communication.

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**SUPERVISORY CONTROLS:** The Recreation Director assigns work in terms of general instructions. The work is spot-checked in progress and upon completion for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include relevant state and federal laws and regulations, department and safety policies and procedures, various sports rule books, and supervisory instructions. These guidelines are generally clear and specific, but require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in maintaining athletic and recreational fields. Personnel shortages contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to maintain athletic fields and facilities. Successful performance helps ensure a safe and comfortable environment for department activities.

**PERSONAL CONTACTS:** Contacts are typically with co-workers.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, stooping, bending, or crouching. The employee lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is performed indoors and outdoors, where the employee is exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, machinery with moving parts, and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position may have functional supervision over Concession Attendant (2) positions as needed.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.