

CITY OF TEMPLE, GEORGIA

Job Description

Job Title: Field Maintenance/Recreation Coordinator

Department: Parks and Recreation

Pay Grade: 11

Major Function and Purpose: The Parks and Recreation Field Maintenance/Recreation Coordinator is a full-time FLSA non-exempt position. Field Maintenance consists of general cleaning, maintenance, and upkeep of buildings and grounds. Rec. Coordinator Asst. consists of organizing, ensuring safety, and maximizing utilization of the City's athletic programs and facilities. This position reports directly to the Recreation Director and City Council.

Essential Job Functions for Field Maintenance

- Performs custodial duties, including but not limited to cleaning park grounds, ballfields, restrooms, concession stands, field houses, gymnasium; and other miscellaneous custodial duties associated with maintaining clean buildings, facilities, and grounds.
- Maintain the safety and integrity of the pavilion and playground areas by emptying trash containers, maintaining inspections, weeding, pest control, etc. and keeping proper maintenance records.
- Maintain and sweep parking lots, exterior walkways, and keep walking trails safe and debris free.
- Repairs, installs, and/or assembles small appliances and equipment.
- Maintains multiple ballfields to include dragging, marking, fencing, cutting, and other maintenance needs.
- Performs various landscaping duties to include planting, cuts, trims, rakes, digs, and weeds.
- Performs work in constructing, painting, repairing, overseeing, and other building maintenance duties.
- Prepare facilities for games, practices, and special events to include setup of chairs, tables, booths, stages, banners, and tents, etc.
- Maintain, inventory, and keep records of power tools and equipment, checks oil, cleans air filters, mixes fuels, replace spark plugs, changes weed eater heads, etc.
- Operates motorized equipment to include riding mowers, tractors, grooming machines, turf tricksters, pickup truck, and other associated equipment.
- Performs routine building inspections for the City Park and City Museum.
- Informs Recreation Director of any issues or information of relevance.

Essential Job Functions for Recreation Coordinator

- Provide coordination, planning, scheduling, oversight and supervision of athletic programs for the City to include youth and adult athletics.
- Ensures safety of program participants and quality of program content; implements departmental policies related to athletic and recreation programs.
- Enforces rules and regulations of sports facilities in order to maintain discipline and ensure safety.
- Assist with Recreation Department camps and programs throughout the year.
- Plan long and short-term goals for the department.

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- Attend local, district, and state meetings as official representative of the Recreation Department, when assigned.
- Assist in the oversight of all concession management, including but not limited to pricing, purchasing, vendor agreements, stocking, quality, inventory control, maintenance requests and equipment repair.
- Promote and maintain high morale and enthusiasm for the City of Temple.

Physical Demands: The work is performed while sitting, standing, walking, bending, crouching, or stooping. 75% of the work is performed outdoors. The employee must frequently lift at least 50lbs. The employee must be able to operate a motor vehicle and/or heavy-duty lawn equipment.

Materials and Equipment Used:

General Cleaning Supplies
Ground Maintenance Equipment
Small Hand Tools

Building Maintenance Equipment
Installation Equipment
Vehicles

Minimum Qualifications

Education and Experience: 1 year of experience in field, maintenance, or recreation is required; or any combination of education, training, and experience which provides the knowledge, skills, and abilities required to perform the essential functions of the job.

License and Certifications: Valid State Driver's License; First Aid/CPR & AED certification within six-months after hire.

Knowledge, Skills, and Abilities

Knowledge of: Cleaning techniques, equipment, and compounds; and their proper usage. Safe operating procedures for motorized equipment and tools; basic repair and maintenance for general equipment used in building and grounds maintenance.

Skills in: Marking fields, safely operating machines, and maintaining and repairing equipment

Mental and Physical Abilities to: Read and comprehend simple instructions; converse with parents, coaches, volunteers, employees, and the public; use discretion and insight in carrying out City business; to stand, stoop, climb, balance, kneel, crouch, stand, walk, reach, and lift and move up to 50lbs; work extended hours beyond the 40-hour work week, including select evenings and weekends; maintain teamwork, problem solve, and communicate interdepartmentally; and be available to work in the event of a disaster to assist with recovery response efforts.

Working Conditions: While performing essential functions of this position the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals; the incumbent's working conditions are typically quiet, but may become loud at times.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.