ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Parks Maintenance Labor Crew
Job Code: 5050
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to coordinate maintenance and repair of City parks, playgrounds, athletic fields, facilities, nature trails, etc. and to lead a crew involved in the same.

Distinguishing Characteristics:

This is a single level classification.

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.

Leads and coordinates daily work activities of assigned crew: leads and participates in the performance of a variety of landscaping, maintenance, repair, construction, and renovation work; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and provides input on disciplinary action and employee performance evaluations.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; and initiates any actions necessary to correct deviations or violations.

Coordinates the daily maintenance of City-owned parks, facilities, playgrounds, athletic fields, nature trails, etc.; inspects parks, facilities, playgrounds, athletic fields, nature trails, etc.; establishes and implements preventative maintenance, turf management, and other regular maintenance schedules; creates, receives, assigns, and responds to work orders and complaints from citizens; identifies, determines, and prioritizes maintenance and repair needs; and coordinates with crew supervisors to ensure completion of assigned work orders.

Coordinates construction and renovation projects: participates in planning and designing projects; prepares cost estimates; determines if projects will be completed by City crews or contractors; monitors project schedules and progress; reviews and approves related invoices; and makes presentations and provides information regarding approved projects.

Coordinates procurement of goods, contracted services, and materials for parks maintenance: ensures compliance with City purchasing policies and procedures; prepares and submits bid specifications and bid solicitation documents; participates in bid selection; reviews and approves related invoices and contracts; and monitors contract compliance.

Maintains inventory of equipment, parts, and supplies: ensures adequate inventory to complete work assignments; orders equipment, parts, and supplies; and maintains related documentation.

Supervises the operation, use and maintenance of City-owned vehicles, equipment, power tools, hand tools, and other power and motorized equipment; inspects and ensures maintenance of vehicles, equipment, and tools; schedules repairs, as needed; and trains staff in proper use, safety, and maintenance of equipment and tools.

Develops and implements budget for area of assignment: prepares and submits proposed budget to Director, Parks & Recreation; recommends budget allocations for staffing, equipment, capital improvements, maintenance, and other expenditures; reviews, approves, and processes purchase orders, invoices, and contracts; and monitors expenditures to ensure compliance with approved budget.

Communicates with supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, vehicle inspections, contracts, timesheets, attendance records, playground, Asheville App notifications, maintenance plans, work orders, purchase orders, employee performance appraisals, budget and financial documentation and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in construction, parks maintenance, or a

related field; supplemented by three years of experience in parks maintenance, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

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 ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

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. May include counting, recording of counts, and basic measuring.

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.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, 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, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, toxic agents, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both

prospective and current employees to discuss potential accommodations with the employer.