ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Assets
Job Code: 5030
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to coordinate park and facility improvement and maintenance projects, manage department assets, and coordinate facility operations within the Parks and Recreation Department.

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.

Coordinates and oversees park and facility improvement and maintenance projects and activities: develops project and work plans and timelines; assesses budgetary impact of projects; allocates manpower resources; directs and assigns work of contractors, vendors, and other City departments; reviews work in progress; and oversees inspections of completed work to ensure compliance with applicable local, state, and federal codes, ordinances, rules, regulations, and safety standards, as well as with contract specifications and work quality.

Develops and evaluates asset management plans: maintains schedule for future improvements and replacement of assets based on condition of assets, including function, appearance, life cycle, and use; plans routine facilities maintenance and repair and major repair, renovation, and construction projects; develops systems to track and guide work plans for asset management; reviews, updates, and creates best practices guidelines and standards for asset preservation and replacement; develops proposals and makes presentations to department's management

team; maintains records of program usage, expenditures, volunteers, and recommendations for policy, procedure and rule changes or program expansion to aid in decision making; and prepares various reports.

Inspects buildings, grounds, parks, and facilities and related operations: identifies and determines maintenance and repair needs; develops maintenance and repair work plans, including determining funding needs and budget allocations; prioritizes and schedules maintenance and repair projects; receives and responds to citizen and participant complaints and concerns regarding condition of department assets.

Coordinates and supervises programs, leagues, and tournaments at department facilities: schedules and coordinates user groups and rentals; coordinates field and facility preparation for programs, leagues, tournaments, and rentals; investigates incidents occurring during events, activities, or games; and enforces penalties for violations of department policies.

Performs fiscal and administrative duties: develops, recommends and administers budget for area of assignment; manages and processes contracts and agreements, including obtaining required documentation, quotes, etc.; oversees fleet vehicle and equipment purchases; monitors revenues and expenditures to ensure compliance with approved budget; assists with development of staff training; assists in the preparation of regular and special reports and program correspondence as required; and creates, maintains, and manages park reservations, updates, and reporting utilizing department software systems and databases.

Communicates with supervisor, other City employees, contractors, vendors, 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, invoices, maintenance reports, contracts, agreements, Requests for Qualifications (RFQs), policies and procedures, project proposals, asset preservation lists, facility calendar, 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:

Bachelor's Degree in Park and Recreation Management, Leisure Services, or a related field required; supplemented by three years of experience in project management, asset management, 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 work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

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, 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.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, 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, wetness, humidity, rain, temperature and noise extremes, 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.