



CLASSIFICATION NO. 387

Established: 8/78

Revised: 1/93, 12/97, 4/06

FLSA: Exempt

EEO: 8

## **PARK MAINTENANCE COORDINATOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize and direct the activities and personnel involved in the maintenance, repair and physical operation of County Park and North Clackamas Parks & Recreations District (NCPRD) facilities; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The County and District Parks Section within the Department of Business and Community Services is responsible for managing urban and rural county forests, parks and recreation areas. This section provides development, maintenance and recreational opportunities and services, including an aquatic facility, boat launch ramps, community centers, developed and undeveloped parks/properties, hiking trails, sports facilities, a golf course and a marina.

The Park Maintenance Coordinator is responsible for maintaining the physical condition of County Park and North Clackamas Parks & Recreations District (NCPRD) facilities. The incumbent determines employee and equipment needs for maintenance and repair projects, leads the work of park maintenance personnel and contracted services and ensures completion of projects as scheduled. This position reports to the Parks Manager.

The Park Maintenance Coordinator differs from the Parks Manager which organizes and directs park operations and park development projects. It also differs from the Park Maintenance Worker which performs manual labor on park maintenance projects.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Oversees the design, repair and installation of irrigation systems in park lands; participates in the application or oversees the application of pesticides, fungicides and herbicides; ensures compliance with applicable laws and regulations.
2. Plans and administers preventive and corrective maintenance for park lands, buildings and equipment; inspects and evaluates physical condition; establishes priorities and prepares detailed maintenance and repair schedules; coordinates projects with volunteer and service organizations; coordinates the purchase of project materials.
3. Establishes schedule of work assignments for personnel involved in performing park maintenance; performs on-site supervision of work crews; conducts work site visits to ensure scheduled work is being performed; plans and implements safety training programs; ensures compliance with safety procedures.

4. Responds to questions, complaints and requests for service from the public; provides information on park rules and regulations, history, plants and animals; coordinates activities with caretakers, concessionaires, park rangers, law enforcement officials, volunteer groups and contractors; prepares and maintains reports, records and correspondence.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of park facility and grounds maintenance and repair and basic landscaping; park management techniques; federal, state and local rules and regulations pertaining to park safety; laws and procedures involved in herbicide applications; basic math.

Skill to: Communicate effectively, both orally and in writing; organize and direct the work of assigned personnel; train staff in park maintenance and safety procedures; operate, repair and maintain equipment and tools; prepare and administer service contracts; prepare maintenance schedules and reports; direct staff in continuous efforts to improve quality, productivity and effectiveness; provide team leadership; establish and maintain effective working relationships with County staff, contractors and the public.

### **WORKING CONDITIONS**

Duties require frequent to continuous standing, walking, squatting, kneeling, bending, twisting, balancing, climbing, overhead reaching, grasping, fine motor control, and the ability to lift and carry up to 60 pounds, and push/pull 50 pounds. Duties also involve exposure to confined spaces, loud noises, vibration, slippery and/or uneven surfaces, working at heights, exhaust fumes and dust, chemicals, and adverse weather conditions including extreme temperatures.

May require evening, weekend and holiday work during summer months.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Possession of or ability to obtain within six (6) months of hire:

- State of Oregon Pesticide Applicator license

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