

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: RECREATION MAINTENANCE
WORKER**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform maintenance of recreation facilities, including athletic fields, grounds, buildings, equipment, and special projects assigned by Coordinator or Operations Supervisor.

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.

Provides direction, training, guidance and assistance to community service workers, student workers, volunteers, or other workers; completed work, and troubleshoots problem situations.

Ensures compliance with all applicable 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, program participants, the public, and other individuals; initiates any actions necessary to correct deviations or violations.

Prepares/maintains all sports fields including but not limited to soccer fields, baseball/softball fields, and football fields for use for individual games, leagues, and tournaments; drags ball fields; marks lines/boundaries on ball fields with chalk or paint; sets layouts for soccer fields, flag football fields, and baseball/softball fields; inspects fields to identify holes, rocks, or other potential safety hazards and addresses them.

Performs semi-skilled/manual tasks associated with maintenance of athletic fields, buildings, or related facilities, which may include, but are not limited to erecting or removing batting cages, repairing equipment, performing building repairs, cleaning building siding, cleaning sidewalks, cleaning restrooms, cleaning office areas, or lifting/moving heavy materials.

Performs various grounds maintenance tasks, which may include but are not limited to mowing grass, edging/trimming landscaped areas, trimming shrubbery, spreading seed, applying fertilizers, applying pesticides and herbicides, mulching grounds, sweeping/raking grounds, digging holes/trenches, shoveling/spreading materials, removing rocks from fields, or disposing of litter/trash from grounds.

Operates a variety of equipment, machinery and tools used in department projects and activities, which may include sports paraphernalia, front end loader, backhoe, tractor, bush hog, mower, infield probe, gator, weed-eater, leaf blower, pressure washer, skil saw, pick ax, shovel, rake, pitchfork, ladder, measuring devices, carpentry tools, mechanic tools, or hand tools.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, replacing parts, washing or cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads, or unloads various equipment and materials associated with department projects.

Banks County, Georgia • Recreation Maintenance Worker

Monitors inventory of department equipment, tools, parts, supplies, or other materials; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement materials.

Performs administrative tasks in support of department operations on an as needed basis; supervises adult/youth programs, tournaments, gym activities, field activities, or special events such as the set up and/or supervision of weekend tournaments

Receives various forms, reports, correspondence, checklists, athletic field drawings, layouts, rules, regulations, policies, procedures, operational guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing or other programs.

Communicates with supervisor, employees, community service workers, other departments, outside contractors, community organizations, or other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Administers first aid to injured persons until arrival of emergency medical personnel.

Maintains a comprehensive, current knowledge of applicable sports/game/field rules, guidelines, policies and procedures; maintains an awareness of new practices, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties and special project tasks as required.

Works a flexible schedule which would include some nights and weekends depending on the needs of the department.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in parks/recreational facility maintenance, athletic field maintenance, and/or equipment operation; supplemented by one (1) year previous experience and/or training involving parks/recreational facility maintenance, athletic field maintenance, grounds maintenance, equipment operation, and equipment repair/maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession and maintenance of valid Georgia Recreation & Parks Association (GRPA) Certified Leisure Associate certification preferred. Must possess and maintain valid CPR/First Aid certification. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Banks County, Georgia • Recreation Maintenance Worker

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 a variety of generally pre-defined duties which are often characterized by frequent change.

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, 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, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.