

City of Mattoon, Illinois
Job Description

Title: Parks, Lakes, Cemetery Coordinator
Classification: FLSA Exempt
Compensation Range: \$52,000 to \$57,000 Annual Salary

POSITION SUMMARY:

This is a skilled, technical, and supervisory position in the operation and or city-owned parks and lakes, cemetery. This position is responsible in assisting the Parks and Recreation Director in overseeing all operational and maintenance needs of the parks/lakes/cemetery to assure the facilities are operational and in good repair, supervising employees, and working with contractors. This position is subject to on-call status.

ESSENTIAL DUTIES:

Communication: Communicates with the general public and other city employees in order to receive assignments, obtain supplies and equipment, completes a wide variety of park, lake and cemetery maintenance assignments and computer work. Instructs, supervises and/or trains subordinates, seasonal workers, and volunteers in field maintenance duties. Completes safety inspection and inventory forms and reports. Prepares and maintains preventive maintenance schedules. Tracks budget expenses. Documents completed work on work orders.

Manual/Physical: Performs rough and finished carpentry tasks. Makes emergency and routine plumbing and sewer repairs and installations as allowed by the Illinois Plumbing Code. Installs, repairs, or replaces fences and gates. Repairs, orders, and installs replacement parts. Prepare and maintain all ball fields, bleachers sunscreens and buildings and all areas surrounding the parks and complexes. Removes graffiti, and repairs vandalism in parks, lakes and cemetery related facilities. Uses hand tools to install, repair, and replace equipment, parts and do routine maintenance on building, machinery and other equipment used by the parks, lakes and cemetery. Works in small, cramped areas while making repairs. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment. Operates a motor vehicle (van, pickup truck) requiring an Illinois Class D Driver's License and a dump truck requiring a CDL to transport tools and equipment between job sites. Operates power-driven machinery including, but not limited to: backhoes, end loaders, skid steerers, trenchers, snow plows, mowers, jack hammers, sand blowers, power washers, concrete tools, auger, and forklift to complete assigned tasks. Uses a wide variety of tools related to trades work in order to complete assigned work. Works with cleaning fluids and agents, chemicals, pesticides, insecticides and paints using normal and specialized protective equipment to apply herbicides and to complete maintenance and repair duties. Moves objects possibly weighing up to 100 pounds to take to job sites or load into vehicle. Cleans work area and equipment. Sets up and removes items such as but not limited to: picnic tables, folding tables, chairs, barricades, traffic cones, booths and canopies to set up for special events, or block off work sites. Works in a variety of weather conditions while performing work. May work at elevated levels (15 - 20 feet).

Mental: Assists in planning and prioritizing operations and maintenance functions of the parks, lakes and cemetery. Functionally supervises and evaluates the work of subordinate personnel while assisting with general maintenance, mowing, painting, digging, mixing concrete, applying herbicides, pesticides and fungicides, and graffiti removal. Reads, interprets, and works from blueprints, sketches, and circuit diagrams. Comprehends and makes inferences from work orders. Analyzes turf and soil conditions, weather conditions and conditions of the parks and sport complexes during events. Assists with developing long term plans and formulating annual budgets for parks, lakes, and cemetery functions. Researches job-related material and supplies and orders parts, tools, and supplies while adhering to City purchasing policies.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Materials, methods, tools, and equipment used in construction, operation, and maintenance of parks, lakes, and cemetery;
- Occupational hazards and necessary safety precautions applicable to turf, maintenance work; and general managerial work;
- Safety principles, practices, and procedures;
- Principles of management and supervision;
- Basic municipal accounting and budgeting practices;
- Herbicide and pesticide applications, and other chemical applications; and
- Method, practices, tools and equipment used in inventory control, budgeting, and technology.

Skill in:

- Trades associated with parks and lakes maintenance, repair, alteration, and construction of facilities or fixtures, budgeting, technology; and
- Turf management and maintenance of grounds, athletic fields and equipment.

Ability to:

- Assist in planning, organizing, assigning, and supervising the work of parks, lakes, and cemetery maintenance crews;
- Assist in analyzing parks, lakes, and cemetery maintenance and equipment maintenance operations, and recommend improvements;
- Establish cooperative public relations with employees, contractors, the general public, and officials of other government agencies;
- Work independently with minimal instruction and supervision;
- Work with, and supervise, lesser skilled workers assigned to assist with tasks; and
- Provide input for annual budget and monitor expenditures.

QUALIFICATIONS:

Requires any combination of training, education or experience equivalent to graduation from high school or GED and at least 10 years experience in a minimum of two of the building, or related trades such as carpentry, chain link fence repair and installation, electrical, plumbing,

masonry, playground equipment repair and maintenance, sport fields construction or maintenance, landscaping, inventory control, project management and budgeting.

SPECIAL REQUIREMENTS:

Must possess or be able to obtain and maintain a Commercial Driver's License (CDL).

Must possess or be able to obtain and maintain current forklift / scissor lift certification.

Must have or be able to obtain and maintain certification for use of restricted and non-restricted chemicals within one year after appointment.

Must be able to qualify, obtain and maintain certification for use of protective respirator equipment based on passing a specialized physical examination.

Verbal skills are essential part of this operation. Must be able to communicate and listen well to supervise employees and handle general public in an effective and orderly manner.

Employees in this job classification are required to use appropriate safety equipment and safety procedures in performing assignments.

This job classification is subject to random drug and alcohol testing to comply with Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

PHYSICAL DEMANDS AND OCCUPATIONAL EXPOSURES:

This job requires the employee to stand, walk, to use hands and fingers, to handle, feel or operate objects, tools or controls and to reach with hands and arms. This employee is required to sit, climb and balance; to stoop, kneel, crouch and crawl and to talk and hear. The job requires visual acuity, depth perception and color vision. There is an occasional requirement to lift and/or move up to 100 pounds. The noise level in the work environment is generally elevated.

PERFORMANCE EVALUATIONS:

An employee's performance is measured in accordance with the specifications of this job description.