

CITY OF HARRAH

OCCUPATIONAL TITLE: Parks and Recreation
Coordinator Supervisor

OCCUPATIONAL CODE: 3200

DEPARTMENT/DIVISION: Public Works

SAFETY SENSITIVE: YES

GENERAL DEFINITION:

This is highly responsible, technical work engaged in the maintenance and improvement of the City's public parks and grounds.

The employee in this class is responsible for planning, directing and performing the maintenance, repair, and construction of City park facilities and public grounds. The employee is responsible for performing landscape planting; lawn maintenance; control of plant diseases and insect pests; the care of trees and shrubbery; and the maintenance, repair and construction of athletic fields, playgrounds, and building facilities. General policies and suggestions as to work to be performed and results achieved are received from the Public Works Director, but technical aspects of the work are usually conducted with considerable independence.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Plan, direct, coordinate and perform in the ongoing maintenance, upkeep, and upgrading of all City parks, grounds, and facilities;
- Coordinate with sports associations on recreational activities of the community;
- Plan, coordinate and perform the maintenance and construction of parks and playgrounds;
- Replace and repair any unsafe pieces of equipment in park areas, including playground equipment such as bleachers or picnic tables;
- Maintain trees and shrubs including trimming and planting in all parks;
- Mow, weed eat, clean splash pad and pavilions, keeping parks clean and attractive;
- Mowing and taking care of public right-of-ways, city-owned lots, and lawn areas for various public facilities including City Hall;
- Perform spraying for insects and apply herbicide in public parks and city property;
- Provide custodial maintenance of park properties, pick up litter and trash on public grounds;
- Assist in the development and administration of the division's budget, monitoring expenditure, and advising the Public Works Director of the needs to include items and/or projects in the annual and capital improvement budgets;
- Periodically inspect park facilities to ensure proper care and appearance in order to promote a positive image of the Parks to City residents;
- Clean bathroom facilities regularly making sure adequate supplies are available for use;

ESSENTIAL FUNCTIONS AND DUTIES: (Continued)

- Report to Public Works Director or City Manager on projects with timelines, status-said projects and any decisions being made regarding the parks;
- Carry out an annual building and grounds maintenance program, ordering necessary materials, supplies, and tools;
- Participate in the construction, maintenance, and repair of public works facilities and grounds,
- Establish work priorities for emergencies and schedule maintenance and repair projects;
- Inspect work to verify that all phases are completed in a timely and efficient manner;
- Ensure that equipment is kept in proper operating condition, and has equipment serviced and/or repaired as needed or in accordance with preventative maintenance schedules;
- Serve as the Supervisor of the Parks and oversee and direct park staff on a daily basis;
- As Supervisor, must be able to delegate tasks, responsibilities and authority;
- Must be able to perform annual evaluations on park staff and recommend disciplinary action as needed;
- Establish and meet garden project completion schedules on a daily, weekly, and monthly basis and keeping track of specific details;
- Attend Park and Recreation Board meetings;
- Attend City Council meetings as needed;
- Do any and all other functions that may be required by the Public Works Director or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- Knowledge is equivalent of a high school diploma; and such training and/or experience as would provide the applicant with the below referenced knowledge, skills, and abilities;
- Carry or acquire other certifications including Master gardener and Arborist or bachelor's degree in Horticulture or related field of study is preferred;
- Three (3) years of experience in parks and grounds maintenance work, construction operations, material needs, and human resource requirements;
- Considerable knowledge of occupation hazards involved and the precautions necessary to safely conduct parks and grounds maintenance;
- Considerable knowledge of the occupational hazards involved and the precautions necessary to safely conduct park and grounds maintenance operations;
- Knowledge of the methods and techniques used to supervise and motivate labor and trades workers;
- Knowledge of plant diseases and pests, and of the chemicals and methods used in controlling them;
- Considerable ability to plan, assign, and review the work of a group of employees performing various custodial, maintenance, repair, and construction tasks;
- Ability to plan, organize and supervise operations, and a group of subordinate workers in a manner conducive to full performance and high morale;
- Ability to inspect and evaluate maintenance, repair, and other work performed;
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MINIMUM QUALIFICATIONS: (Continued)

- Ability to make sound recommendations relating to the need for improvement and proper methods for carrying out such improvements;
- Ability to understand written and oral directions;
- Ability to make timely and satisfactory decisions, recognize established precedents and practices, and to use resourcefulness in meeting new or unanticipated problems;
- Ability to establish and maintain effective working relationships with peers, subordinates, and the general public;
- Set a positive example, position is one of very high integrity;
- Ability and willingness to assume responsibility for work performed by self and others;
- Skill in accurately recording and organizing information;
- Ability to undertake responsibilities with some initiative and judgment;
- Ability to make mathematical computations and tabulations accurately including square foot, cubic feet, yards and with reasonable speed;
- Must be able to perform “on call” rotation and be able to report within (30) minutes of being called back to work;
- Must possess and maintain a valid Oklahoma vehicle operator’s license and be insurable;
- Must obtain a Class “D” water and wastewater license within 6 months of employment;
- Ability to obtain the appropriate certification from the State Department of Agriculture for the purchasing and application of herbicides.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Some exposure to unpleasant citizens must be able to handle tactfully;
- Interact with the public when appropriate in a friendly, polite, and service-oriented demeanor;
- Must be able to keep city business confidential and not discuss with public or others not directly involved with city government;
- Deal effectively with supervisor, subordinates, and the general public and know what information can be shared and shouldn’t be shared;
- Subject to abnormal daily stress;
- Some duties are performed indoors, subject to sitting, standing, climbing and descending stairs, walking, or using a telephone for extended periods of time;
- Some work is performed outdoors exposed to heat, cold, humidity, snow, rain, and various weather conditions;
- While on a job site, may be exposed to injury from moving equipment, insect bites, poisonous plants, flying objects, slippery surfaces, hazardous materials, and traffic;
- Must have the strength to pull, lift, and push 50-pound objects on a frequent basis and up to 100 pounds (like a bag of cement) on an infrequent basis;
- Physical strength and agility sufficient to perform routine or heavy manual tasks, when necessary;
- When required, must have flexibility to bend, twist, reach; mobility to climb, crawl, walk; dexterity to operate machinery and tools on uneven surfaces, etc.; and stamina to exert oneself throughout the day in all weather conditions;

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- Must have skill in foot/hand/eye coordination to use miscellaneous office equipment, hand and power tools, machinery, operate vehicle, etc., as required;
- Must be willing to perform some duties described in this job description under adverse weather conditions, including extreme heat and inclement weather;
- Must be mentally and physically prepared for unforeseen emergencies at all times;
- Must be willing to work on twenty-four hour “on call” during peak periods or emergencies;
- Vision required to conduct site visits, inspect work, to read and review written correspondence, reports, statistical and technical information, maps, etc.;
- Hearing and speech required to communicate clearly and distinctly in English, by telephone and in person, within the confinement of a semi-noisy environment;
- High degree of concentration is required to fulfill essential job duties.

SUPERVISION:

This Parks and Recreation Coordinator performs under the direct supervision of the Public Works Director.

EEO Class: Officials and Administrators (OA/7999)

FLSA Status: non-exempt

Grade: H2-H3-H4

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma, is an Equal Opportunity Employer.

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