

**TOWNSHIP OF OCEAN
DEPARTMENT OF HUMAN SERVICES
JOB DESCRIPTION**

Job Title: Park Maintenance Coordinator
Department: Human Services
Reports To: Recreation Director
Prepared By: Kathy Reiser, Recreation Director
Prepared Date: August 21, 2013
Salary Range: \$35,000 - \$41,000

SUMMARY

Performs a variety of supervisory and semi-skilled tasks in the maintenance and operation of recreation facilities & parks, which includes but is not limited to, the maintenance operations associated with the Ocean Community Pool and Tennis Facility and various maintenance oriented tasks associated with the Colonial Terrace Golf Course.

Supervises and coordinates activities of part time workers engaged in maintaining and performing minor repairs to the recreation facilities and in keeping buildings and grounds in a clean, safe, orderly condition.

Responsible to operate one or more types of gasoline or diesel powered equipment to perform assignments to push, pull, pile, lift, and load materials; clears brush and debris; inspects equipment daily and reports unsafe conditions; services and makes minor emergency repairs; lubricates/oils equipment; performs a variety of routine maintenance and repair tasks involved in carpentry, painting, plumbing, mechanical, and/or other types of maintenance work; plows, removes snow and responds to all emergencies 24/7/365; does related work as required.

Note: The summary and essential duties for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

SUPERVISORY RESPONSIBILITIES

Under the supervision of the Recreation Director or designee, exercise general supervision of part time maintenance employees as needed. Responsibilities include assisting with the hire of employees, training employees; assign and direct work; appraising performance and disciplining employees; resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Ocean Community Pool & Tennis Facility:** responsible to oversee pool filtration system, pumps and chemical feed control system; responsible to maintain proper water chemistry throughout season. Maintain grounds and building. Winterize & de-winterize facility annually. Will be required to obtain Pool Operators Certification.
- **Colonial Terrace Golf Course:** Perform various tasks to assist with the opening, closing and ongoing maintenance of the facility. Work to include but not limited to irrigation repairs, general cleaning of the clubhouse, plantings, tree/limb removal, etc.
- Will be required to perform various types of Department of Human Services emergency work 24/7 to include weather related emergencies such as snow plowing, tree removal, hurricanes, etc.
- Ability to inspect parks, playgrounds and indoor facilities. Complete and submit monthly Safety Inspections of said facilities.
- Opens and closes, locks and unlocks Township facilities as needed.
- Set up and take down equipment for various programs; prepares facilities for park and recreation program use.
- Erects simple forms, mixes cement and aggregates, pours same.
- Repairs damaged plastered walls and ceilings.
- Replaces light bulbs, fuses, wall plates, fixture cords, and switches.
- Spackles, and paints interior and exterior metal, wood, and masonry surfaces.
- Changes lubricants, refuels, and does light maintenance work on equipment.
- Requisitions, receives, accounts for, stores, and issues tools, equipment, materials, and supplies.
- Drive a truck or operate one or more pieces of motorized equipment in the performance of recreation maintenance tasks.
- Operate a variety of light equipment needed to perform duties.
- Mow lawn, trim, rake, and remove leaves/refuse, clean the interior of buildings, and supervise part time personnel of the same.

- Assures that tools and equipment are properly maintained and kept in proper working condition.
- Responsible for stripping, waxing & buffing meeting room floors on a scheduled basis.
- Ability to assist with the repairs and installation of sprinkler lines and heads.
- Ability to lift heavy object repeatedly.
- Operates equipment such as front end loaders and back hoes to pull, pile, move, turn, lift and load sand, gravel, leaves and refuse at various work sites on flat or rolling terrain.
- Assign, supervise, and direct work of maintenance workers in the general operation, maintenance and cleaning of buildings and facilities.
- Shovels snow from driveways and sidewalks, and spreads sand, salt, or ashes on icy surfaces to prevent slipping and supervise part time personnel of the same.
- Operate snow removal equipment to keep parking lots clear.
- Performs work involved in constructing, assembling, and positioning various items of playground, park, and sports equipment and supervise part time personnel of the same.
- Address minor plumbing matters and/or supervise part time personnel of same.
- Painting and making structural repairs to masonry, woodwork, and furnishings of buildings and similar structures and supervise part time personnel of the same.
- Plant trees, flowers, and shrubbery, and transport and prune trees and shrubbery and supervise part time personnel of the same.
- Guards against vandalism and destruction of public property.
- Participates in preparation of budget estimates and supporting exhibits/materials on maintenance operations.
- Assists with timely recommendations for improvements, additions, and reassignments for employment and dismissal of employees and for other actions pertaining to efficient/economical operation, care, maintenance, and repair of buildings, equipment, and/or grounds.
- Enforces policies, regulations, and safety and health standards.

- Oversees the record keeping of MSDS for the Department of Human Services.
- Ability to work harmoniously with associates, supervisor and to deal effectively with the public.
- Responsible to report to the Recreation Director matters which requires assistance by Public Works Department personnel.
- Is expected to establish and maintain a positive working relationship with Public Works Department personnel.

PERIPHERAL DUTIES

- Assists in the development of operating and capital improvement budgets.
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Department of Human Services or related units.

QUALIFICATIONS

To perform this job successfully, the Park Maintenance Coordinator must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations unless the accommodation made would cause the employer undue hardship, in which case such persons may not be eligible.

KNOWLEDGE AND ABILITIES

- Self motivator.
- Ability to work independently.
- Ability to work safely.
- Knowledge of problems, procedures, and methods used in inspecting, analyzing, and determining the repair and maintenance work to be done and materials needed.
- Knowledge of problems involved in establishing, maintaining, and developing effective work procedures.
- Knowledge of methods used in obtaining, storing, safeguarding, distributing, and using equipment, materials, and supplies.

- Knowledge of methods used in keeping records.
- Ability to understand, remember, and carry out oral/written directions.
- Ability to learn quickly from oral/written directions and from demonstrations.
- Ability to analyze maintenance problems.
- Ability to organize assigned work and develop effective work methods.
- Ability to follow prescribed procedures without malingering and carelessness.
- Ability to give assignments/instructions to individuals and to supervise their work.
- Ability to evaluate work done for conformance to required quality/quantity, work plan, and cost criteria. Ability to keep records.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

EDUCATION and/or EXPERIENCE

- High School diploma or GED equivalent.
- Skill in operation of listed tools and equipment.
- At least four years of professional experience involving construction, maintenance and repair of buildings and maintenance of grounds.
- At least two years supervisory experience preferred.

The Township Manager may modify the education/experience requirement in the absence of the receipt of resumes from fully qualified candidates.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, utility truck, chain saws, pumps, compressors, generators, common hand and power tools, shovels, mobile & portable radios, phone.

SPECIAL REQUIREMENTS

Appointees will be required to possess a driver's license valid in New Jersey.

Appointees will also be required to possess a valid Commercial Driver's license (CDL) and applicable endorsements for the class and type of vehicles being operated.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to balance, stoop, shovel, kneel, climb, crouch, crawl, rake, smell, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with arms and hands. The employee must periodically lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential job duties, the employee will regularly work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works near moving mechanical parts. The noise level in the work environment is usually quiet to moderate. The employee occasionally works in roadways with high traffic conditions and is occasionally exposed to fumes and may have a risk of electrical shock.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that might be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Township of Ocean and employee and is subject to change by the Township of Ocean as the needs of the Township of Ocean and requirements change.