



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Parks Maintenance Coordinator
HOURLY PAY RATE:	\$19.50 - \$26.21 per hour
POSITION TERM:	Full-Time
DEPARTMENT:	Parks and Recreation Department
POSITION REPORTS TO:	Parks and Recreation Manager
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

Essential Functions

- Responsible for seasonal maintenance workers. Coordinating and guiding the work of seasonal maintenance workers and volunteers.
- Responsible for developing and maintaining a 'master use' schedule for each park and the associated facilities and amenities, ensuring smooth operation and communication between parties.
- Responsible for evaluating the physical condition of each park/facility to ensure a safe and enjoyable environment is maintained. Coordinate with the Public Service department for the routine maintenance of the parks (i.e., mowing, trimming, equipment repairs, etc.).
- Responsible for the communication and enforcement of City of Pataskala parks rules and regulations.
- Assist in the preparation and submittal of supply requisition forms, as well as providing support for the development of the annual budget. Prepare and submit regular reports on the operation and condition of the city parks.

Other related duties as required or assigned

- Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of buildings, grounds and parks using hand, power or riding mower, trims and edges around walks, flower beds, walls, etc.
- Perform minor repairs and routine maintenance procedures on equipment utilized for parks maintenance.
- Clean restroom facilities and pick up litter around parks

- Prepare and maintain athletic fields and related facilities. (Soccer and Baseball/Softball Facilities)
- Assist pool grounds maintenance and operations

Building and Vehicle Maintenance

- Assists in inspecting designated city facilities/grounds and operational equipment

Equipment Operation

- Operates a variety of equipment used in the above work, including trucks and trailer, riding mower, blowers, edger's and weed trimmers, skid steer, tractors, and other turf management equipment.
- Commercial driver's license (CDL) preferred, but not required

Safety

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping including storage of tools and equipment

Other Duties

- Other related duties as required or assigned
- Be available for community events and recreation programs when needed

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- High school diploma or GED equivalent
- Must have good verbal communication skills
- Knowledge of operation and maintenance of job-related vehicles, machinery, tools, and equipment
- Outdoor landscaping skills
- Ability to be proactive and work independently
- Ability to work courteously with elected officials, other City employees and the general public, including the bereaved
- Ability to develop and manage complex schedules.
- Ability to coordinate and guide the work of seasonal maintenance workers and volunteers.
- Dependability, flexibility and willingness to work evenings and weekends as required.
- Ability to establish and maintain effective, positive working relationships and communicate effectively with city staff, community members, civic leaders, the media, public officials and program participants.

- Proficient in the use of computers. Working knowledge of desktop publishing, word processing and other software.

SPECIAL REQUIREMENTS

- Must be 18 years or older
- Must have a valid Ohio driver's license.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- Must be able to perform heavy labor for extended periods of time in adverse weather conditions

Approved by the Personnel Board of Review on January 10, 2022

Posted: Thursday, May 5, 2022.

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

The City of Pataskala is an equal opportunity employer