

POSITION TITLE: MAINTENANCE COORDINATOR

DEPARTMENT: PARKS AND RECREATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Facilities Coordinator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Maintenance Specialist; Seasonal Help

DIRECT: 3 INDIRECT: Varies

POSITION FUNCTION

This position is responsible for ensuring that park grounds, buildings and sports facilities are properly maintained

JOB RESPONSIBILITIES

- Supervises regular and seasonal staff
- Maintains buildings, grounds and facilities
- Contacts, reviews and recommends contractors for hiring to Facilities Coordinator
- Contacts other City departments for work
- Assists with construction of playgrounds, etc.
- Assists in planning for and supervision of contractors on new and existing facilities
- Attends meetings
- Inspects playgrounds
- Assigns schedules and tasks to staff
- Trains and supervises temporary/seasonal staff
- Interviews and recommends potential new hires
- Reviews performance of staff
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to talk/hear, use hands to finger, handle or feel, stand, climb/balance, stoop, kneel, crouch/crawl and reach with hands/arms.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Ability to read basic blueprints</p> <p>Ability to use lawn mower/tractor</p> <p>Knowledge of small engines, carpentry, and plumbing</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to encourage the creativity of subordinates</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p>	<p>Ability to speak effectively one-to-one</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><i>Interpersonal Skills</i></p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p>

DESCRIPTION OF WORKING CONDITIONS
Work is typically performed outdoors with routine exposure to heat and cold; work frequently involves exposure to chemicals; hours are irregular, including evenings, holidays, and weekends. Work involves contact with the public and employees.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
Four-year college degree desired; required certifications include CPO (Certified Pool Operator) and Public Applicators License; three to five years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.