



Title: Parks Maintenance Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Parks Supervisor and Parks Manager.
Exercises direct supervision full-time, part-time and seasonal employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Licensed for the application to Ornamental and Turf Pest Control through the Office of Pest Management within 6 months of hire.
 - Playground Safety Certification through the National Playground and Safety Institute within 6 months of hire.
 - Backflow/Check Valve Certification within 6 months of hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is coordinate and oversee the daily maintenance and operations performed at the neighborhood parks throughout Peoria. Provides primary onsite supervision, and supervises and coordinates maintenance operations, activities, schedules, and projects in conjunction with the Parks Supervisor. Supervises staff engaged in the maintenance and landscaping of the City's parks, trails, and open space system.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Completes administrative tasks, attends meetings, manages weekly reports, conducts onsite safety inspections, and monitors supplies and inventory; provides statistical data and information to assist supervisor with budget preparation and efficiencies; completes timesheets, approves time-off requests, makes recommendations for procurement of material, equipment and supplies; strives to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and collaboratively.
3	Conducts technical maintenance work, such as ball field preparation and renovations, overseeing irrigation system testing and maintenance, and acts as lead turf grass management technical representative onsite for application, recording, and storage of required fertilizers and pesticides; coordinates capital improvement projects; review critical construction documents and landscape as-builts from inception through completion.
4	Provides positive customer service; answers customer inquiries in person or by phone; develops strategies for improving customer service; develops and implements evaluation process for customers to make suggestions. Helps provide input to track and oversee customer service requests through the City's work order system, as well as tracking and overseeing effective use of time, resources, and management of assets.
5	Act as primary safety representative by overseeing, directing, and assuring all amenities can be utilized safely by patrons; addresses any related risk concerns posed by the Risk Manager; oversees the completion of all safety documentation required for an event.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
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.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Laptop computer and related software, utility vehicles, tractors, chemical sprayer, SandPro, irrigation pump systems, laser level, spreaders, verticutter, topdresser, and aerator.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, footwear, eyewear, ear plugs, hard hat, safety vest, and safety gloves.