



Assistant Manager, Parks Maintenance (1551)

FLSA Status: Exempt

Pay Grade: 19

Safety-Sensitive: No

Purpose

The purpose of this classification is to assist in supervising the operations and maintenance of parks and grounds as assigned.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff; plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Performs inspections: inspects assigned parks and grounds; and ensures all assigned tasks are completed and parks and grounds are safe for use and esthetically pleasing.

Procures items: identifies the need for materials and supplies; calls vendors or contractors for bids on materials and equipment; creates requisitions; and selects best price and purchases materials.

Produces documents: creates daily, weekly, monthly, and yearly schedules; and creates documents for grounds maintenance, park inspections, evaluations and requirements for budget reports.

Manages shop work orders: audits work orders to ensure the quality and quantity of work and that work orders are completed in a timely manner; and ensures mechanics have proper tools to complete their jobs in a timely manner.

Ensures safety: educates employees on proper use of equipment and grounds maintenance techniques through on-site training and off-site seminars; prepares monthly safety meetings to ensure all employees are using proper protective equipment and working safely; and ensures that all parks and grounds are safe for public use.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by five years of progressively responsible experience in parks maintenance, to include lead or supervisory experience; or a related field or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific license or certification required: Must possess and maintain a valid Georgia Driver's License.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice. (Created July 2019)