



PARK MAINTENANCE COORDINATOR

The City of Grosse Pointe is accepting applications for Park Maintenance Coordinator.

The Park Maintenance Coordinator oversees a broad range of functions including the care and upkeep of the City's parks, marina, village, sprinklers and other public properties, and provides a wide range of services including snow removal, refuse collection, facility and equipment maintenance. Assists with and performs other departmental duties as operational needs demand. A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment is required. A Michigan Commercial Drivers License, Aquatics Facility Operator, Certified Pool Operator and Playground Safety Inspector certifications preferred (or the ability to obtain one within a reasonable period). Employee must have ability to respond to emergencies after hours and work a schedule that may include evenings, weekends and holidays as operational/seasonal needs demand. The City is seeking an individual to serve as Park Maintenance Coordinator, a key position reporting to the Department of Parks and Recreation Director.

Starting salary range depending upon qualifications: \$44,108 - \$57,468

Submit letter of interest detailing relevant background and qualifications to the Director of Parks and Recreation, City of Grosse Pointe, 17147 Maumee Avenue, Grosse Pointe, MI 48230.

Letters of application and resumes must be received by 4:00 pm on, Friday February 15, 2019.

This is an internal and external applicant posting.

Encl. [Park Maintenance Coordinator Job Description](#)

**CITY OF GROSSE POINTE
JOB DESCRIPTION**

PARKS MAINTENANCE COORDINATOR

Position Summary: Operates light and heavy equipment on a variety of public works with a focus on coordinating parks maintenance activities and projects. Assists with and performs the duties of other departmental classifications as operational needs demand.

Reports to: Director of Parks and Recreation, or other supervisor depending on area of assignment.

Supervises: Coordinates the work of maintenance workers and/or seasonal staff as assigned to assist with parks operations.

Department Functions:

Parks and Recreation

The Parks and Recreation Department is responsible for youth and adult recreation programming and facilities within the city. The department is responsible for planning, implementing, and evaluating these programs. This includes seasonal staff recruitment and background checks; facility scheduling; maintenance, requisitioning, inventory, and distribution of equipment/supplies for programs; supervision of sport activities and recreation programs; advertisement of program offerings; certification of Life Guards and Recreation Staff; and scheduling group permits and field use for residents, local organizations, and private groups within the city. The department is responsible for training, directing, and supervising approximately 100 full-time, part-time, and seasonal employees. The parks maintenance staff manages and maintains parks, recreational areas and facilities to assure safe, healthy, and attractive passive and active leisure activities. The staff also prepares additional athletic fields, facilities, and grounds for recreation and sports programming.

The mission of the City of Grosse Pointe's Parks and Recreation Department is to enhance the quality of life of its residents; to promote a strong sense of community by providing a broad, diverse and challenging set of cultural and recreational programs; and to offer clean, beautiful and safe parks.

Public Works

The Department of Public Services encompasses staff and operations associated with a broad range of functions including streets and sidewalks, storm and sanitary sewers, water distribution, downtown and other city parking lots, garages and meters, traffic signals and markings, parks and boulevards, forestry, and buildings, residential and commercial refuse collection, code enforcement, building inspections and a certificate of occupancy program. Employees may be assigned to a particular division wherein their personal training, interests and expertise can be best utilized. However, all Public Services staff is expected to view the department as its whole, and contribute in any way that operational needs demand, for the good of that whole.

General

Given these Department Functions, an employee working within these job classifications can typically expect to perform some or all of the following essential job functions but is expected to be prepared to perform the duties of other departmental classifications as operational needs demand:

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties, which the employee may be expected to perform.

Parks And Recreation

1. **Parks Maintenance Operations:** Organizes and plans daily, weekly, and monthly activities including coordinating the work of others assigned to assist in parks. Ensures materials, supplies and equipment are available, provides project instruction, and monitors quality and efficiency of work.
2. **Landscape Maintenance & Forestry:** Assists in various park, landscape and forestry related duties. Plants, trims and removes trees and shrubs, seeds, mows and edges grass, plants and weeds beds. Maintains and repairs irrigation/sprinkler systems.
3. **Buildings & Facilities:** Assists in cleaning and maintaining park equipment, buildings, marina and docks and all other facilities such as City Hall. Participates in special projects such as constructing and maintaining ice rink, installing pavers and retaining walls and others as assigned. Assists with inspecting buildings, docks, pools, and other park equipment to help determine all necessary repairs and replacement.
4. **General Labor and Equipment Operations:** Provides general labor and support for various maintenance projects. Operates all department vehicles and light and heavy equipment in completing related assignments including air compressor, plow truck, tractor, riding and push mowers, chipper, edger, trimmer, blower, chain saw, power washer and other items as assigned.
5. **Refuse Collection:** Collects trash in city parks, marina, and other areas as assigned.
6. **Snow Plowing & Ice Removal:** Assists with clearing snow and ice from parking lots, sidewalks/walkways, ice rink, platform tennis courts and salts and completes related activities.
7. **Rules and Regulations:** Helps enforce park, marina, and pool rules and regulations
8. **Recreation Programming:** Assists with special events set up, tear down, and clean up as assigned.
9. Performs other duties as assigned.

Public Works

1. General Labor and Equipment Operations: Provides general labor and support for various public services maintenance projects. Operates all department vehicles and light and heavy equipment in completing related assignments including packer, sweeper, vac all, dump truck, front end loader, sewer jetter, air compressor, plow truck, tractor, riding and push mowers, chipper, edger, trimmer, blower, chain saw, jack hammer, power washer and other items as assigned.
2. Refuse Collection: Operates packer and other equipment associated with refuse collection routes. Collects trash including extremely heavy and awkward materials, and completes special pick-ups, move-in/move-out collections and related activities. Collects trash in business districts and other areas as assigned.
3. Composting Program: Assists with chipping, loading and hauling brush, landscape debris and other items for composting.
4. Snow Plowing & Ice Removal: Assists with clearing snow and ice from streets, parking lots, and sidewalks, salts and completes related activities.
5. Water System: Maintains drinking fountains, decorative water features and fountains.
6. Equipment Maintenance: Assists with basic preventive maintenance on assigned vehicles and equipment. Washes vehicles and equipment, checks, fills and changes tires, checks and replaces lights, oils and lubricates parts and completes related duties.
7. On-Call Duties: As assigned, remains on-call for and responds to public services emergencies, including after hours, weekends and holidays as operational needs demand.
8. Forms & Paperwork: Maintains departmental forms and completes paperwork as required, including timesheets, equipment usage records and weight slips.
9. Driver / Equipment Operator: Performs the duties of this classification, including driving a garbage route, as assigned.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High school diploma or GED equivalent is required and additional vocational training or technical education is preferred.
- Working knowledge of recreation philosophy, planning and administration; and knowledge in the use, maintenance, and administration of recreation equipment, programs, and facilities.
- Previous experience in public works and/or parks and recreation maintenance or equipment operation or a related field is preferred, or the equivalent education and experience.
- Knowledge of and experience using the equipment, materials, methods and procedures used in the maintenance buildings, parks, playscapes, tennis courts, and swimming pools.
- Possession of or the ability to obtain within a reasonable period of time, a valid State of Michigan Commercial Driver's License with endorsements appropriate to the city's fleet.
- Possession of or the ability to obtain within a reasonable period of time, Playground Safety Inspector Certification
- Possession of or the ability to obtain within a reasonable period of time, Certified Pool Operator or Aquatic Facilities Operator certification.
- A satisfactory driving record, and the ability to maintain one throughout employment, are required.
- Pesticide Applicator training and/or license is preferred for employees regularly assigned to landscape and park maintenance functions.
- Knowledge of the safety policies and practices associated with Parks and Recreation operations.
- Knowledge of occupational hazards and standard safety practices.
- Skill in the operation and maintenance of all assigned vehicles and light and heavy equipment.
- Skill in addressing customer complaints with professionalism, tact and diplomacy.
- Ability to respond to emergencies after hours and work a schedule that may include evenings, weekends and holidays as operational/seasonal needs demand.
- Ability to work constructively and interact professionally with others.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in the field operating vehicles and light and heavy equipment associated with public works projects. Duties typically involve moderate physical activity and exertion, including heavy lifting, but can regularly involve extremely heavy physical labor associated with bulk refuse pick-up, leaf-pick up, and related activities. An employee in this position is regularly assigned to work sites with treacherous terrain, fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and public works maintenance activities. As well, this position is regularly exposed to hazards which may exist within residential and commercial refuse.

An employee in this position must have the upper body strength and physical stamina required to lift extremely heavy items and load them into a garbage truck, walk for extended periods behind a truck and operate leaf pick-up equipment seasonally. Heavy physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather. This position occasionally must work within the confined space of an excavated site or trench, and is required to have the vision capabilities and manual dexterity needed to operate all assigned vehicles and heavy equipment.