

RECREATION SPECIALIST I

NATURE OF WORK

This is combination of clerical work and heavy manual labor involving skilled work in various maintenance and construction tasks requiring the use of tools, equipment and the operation of medium to light automotive equipment. Work is performed under the supervision of the Parks and Recreation Director.

EXAMPLES OF DUTIES

Perform office duties as needed such as answering the phone, inputting information into computers, scheduling games, etc. Ordering materials and inventory. Assist with the supervision of sports related functions or full supervision in absence of department director. Perform related work as required. Oversee and guide work performed by a Recreation Specialist II. Ensure necessary materials, tools and equipment are available for jobs. Maintain park and recreation grounds; rake grass and water plants; weed flower beds; shape hedges and prune hedges and trees; cut grass; repair sprinkler systems; plant and fertilizes flowers. Operate power mowers, edge, clipper and other landscaping equipment. May operate other equipment such as backhoe, tractor or dump truck. May prepare clay infields, spiking and dragging of ball fields. Perform general maintenance of all playing fields. Perform fence, carpentry, irrigation, playground masonry and building repairs. Clean bathrooms, gymnasiums, trash at ballpark, and other cleaning duties. Perform other duties as assigned by Parks and Recreation Director.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of computers and office equipment. Knowledge of rules governing recreation programs. Ability to communicate both written and orally with the public. Considerable knowledge of the tools and equipment used in general maintenance work; knowledge of occupational hazards and safety precautions applicable to laboring work; ability to operate light truck, tractors, and small automotive equipment; ability to guide, oversee and schedule work of employees; physical strength and ability to perform heavy, manual labor.

Training and experience

Graduation from a standard high school or GED and one (1) year experience in grounds maintenance work.

Special Requirements

Valid Driver License. Work additional hours, nights, weekends as needed.

CLASSIFICATION: Mechanical. FLSA Non-Exempt