

CODE:
FLSA: EXEMPT
GRADE:

**CITY OF TEGA CAY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: PARK & RECREATION – CREW WORKER
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, assists in maintenance duties at all Tega Cay Parks and Recreation facilities. The Tega Cay Park and Recreation maintenance employee will assist in a variety of maintenance duties at all the parks and recreation facilities for the City. The employee will report to the Parks and Recreation Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Upkeep parks and playground areas, including picking up trash and emptying trash receptacles.

Assist in preparing athletic fields for games and practices.

Assist in set up for community events (i.e. Summer Splash swim meet, Summer Concert Series, Fall Festival, etc.)

Maintain restrooms at all City parks.

Rake playground areas, volleyball courts, and public beaches as directed.

Keep all walking trails clean and free of debris.

Repair playground equipment as needed under the direction of the Park and Recreation Director.

Minor repairs to Parks and Recreation buildings and facilities.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by six months to one year of experience in maintenance and construction; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid South Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves walking, reaching, bending, crouching, reclining, stooping, and balancing and is in excess of sedentary work. Must be able to lift and/or carry weights of up to one hundred pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports such as reports, records, schedules, etc. Requires the ability to prepare reports such as plans, schedules, reports, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak before an audience with poise, voice control, and confidence.

Intelligence: Has the ability to apply principles of rational systems such as management to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret recreation and sports terminology used on the job.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; determining time and weight; and utilizing basic algebraic and geometric calculations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using equipment, machinery and tools; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, tools, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

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Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Recreation Coordinator. Has thorough knowledge of the organization of the City. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Has the ability to help plan and develop daily, short- and long-term goals related to department purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has knowledge of the principles, methods and trends in parks and recreation program development and management. Has knowledge of the theories and techniques of recreation service delivery for a variety of populations. Has good knowledge of facility and grounds maintenance practices. Has knowledge of the methods, materials, tools and equipment used in athletic field and equipment maintenance services. Is able to ensure safe and effective use of facilities, equipment and grounds by subordinates, volunteers and citizens. Knows how to apply supervisory concepts and principles. Has the ability to offer instruction and advice to subordinates and volunteers regarding departmental policies, methods and regulations. Has the ability to offer training and assistance to subordinates, volunteers and co-workers as required. Has skill in planning and organizing recreational services. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to prepare written reports and records in a concise, clear and effective manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of proper English usage, grammar, punctuation and spelling; has the mathematical ability to handle required calculations. Has knowledge of and is able to use modern office practices and equipment, including computers and related software. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all Town departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the Town.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, Town policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and

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conceptual areas.

Attendance: Attends and remains at work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.