

TOWN OF PORTOLA VALLEY
RECREATIONAL FACILITIES COORDINATOR

Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform semi-skilled and skilled duties involving the performance and coordination of activities related to recreational fields, associated facilities maintenance, activities and operations within the Town of Portola Valley; and to coordinate assigned activities with other departments, outside agencies and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Town Administrator.

Exercises technical and functional supervision over part-time park and field maintenance staff and provides oversight to contractors and volunteers.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, coordinate, organize and perform operational activities for the Town's recreational fields and recreation facility maintenance program.

Assume responsibility for the condition of all Town athletic play areas and facilities including turf, hard courts, and playgrounds.

Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.

Perform semi-skilled and skilled maintenance operations of the Town's recreational fields, trails and facilities. Duties may include, but are not limited to:

- Maintain and repair irrigation valves and sprinklers.
- Repair irrigation mains and lateral lines.
- Schedule, set and monitor irrigation controllers.
- Read water meters, monitor, and adjust water usage routinely and regularly.

Recreational Facilities Coordinator

- 2 -

- Mow, water, weed and plant parks, medians and other landscaped areas.
- Prune trees and shrubs.
- Apply herbicides, insecticides and fertilizers.
- Clear grounds, public parking lots and other installations of leaves, weeds, and litter.
- Assist in the installation and maintenance of sprinkler systems, including broken sprinkler heads, realignment of heads, broken lines and basic troubleshooting of systems.
- Inspect, clean and repair park structures and facilities such as playground equipment, picnic tables, walkways and restrooms; perform minor repairs to other Town buildings such as replacing light switches, ballasts, plumbing elbows, washers and valves.
- Set up traffic cones and direct traffic as required.
- Assist in performing minor repairs to motorized equipment, such as lubrication, oil and filter changes; assist in the general cleaning and maintenance of the corporation yard.
- Report incidents of vandalism; make other basic reports as necessary.
- Use a variety of hand and power tools in connection with the above duties; operate light motorized equipment such as pick-up, flatbed truck, tractor, mowers, with associated attachments and accessories.
- As assigned, work extended or irregular hours in the performance of storm patrol and emergency repair work.

Plan, implement, schedule and oversee the maintenance of the Town's recreational fields and facilities.

Perform safety inspections of Town's trails, athletic play areas, and facilities.

Oversee the application of pesticides and fertilizer in Town facilities, fields and parks.

May plan, coordinate, supervise and implement user work parties for the Town's facilities and fields.

Perform and assign work activities and projects; provide technical and functional supervision to part time employee(s) as necessary.

Coordinate field rental requests, collect fees and check insurance compliance with user groups.

Coordinate with volunteers and sports user groups to ensure that athletic fields are properly prepared for local leagues and recreation programs; oversee, schedule and may direct the laying out and marking of fields.

Make recommendations regarding capital and equipment improvement needs for park and field maintenance operations; purchase equipment.

Recreational Facilities Coordinator

- 3 -

Participate in the development of assigned program budget.

Provide staff assistance to the Assistant Town Administrator; provide staff assistance to a number of relevant committees; prepare and present reports and other correspondence as appropriate and necessary.

Coordinate park maintenance activities with outside agencies and organizations.

Investigate and address complaints; deal professionally and diplomatically on a regular basis with the public.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks, fields and facilities maintenance.

Maintain the use, care and operation of maintenance equipment and tools.

Maintain Town emergency supplies, ensure supplies are ordered, properly stored and organized.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

EXAMPLES OF MARGINAL DUTIES:

May be required to perform parks maintenance duties including gardening, landscaping and related parks and building maintenance in the absence of the Senior Maintenance Worker.

May perform emergency preparedness duties as assigned.

Perform emergency maintenance or assistance during storms or natural disaster.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of parks, building and landscaping maintenance program.

Modern and complex principles and practices of Town parks and buildings maintenance.

Basic methods and techniques of park landscaping.

Recreational Facilities Coordinator

- 4 -

Basic rules and regulations governing pesticide preparation and application.

Methods and techniques of inspecting park recreational fields, trails and facilities.

Principles of budget preparation and control.

Principles and practices of parks construction and repair maintenance.

Occupational hazards and standard safety practices.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Plan, implement, schedule, and perform park, recreation facilities and recreational field maintenance tasks and maintain equipment, tools and supplies.

Oversee and coordinate the work of subordinate staff.

Interpret and explain Town policies and procedures related to parks maintenance.

Inspect grounds, playgrounds, athletic fields, equipment and buildings to ensure compliance with Town standards.

Perform preventive maintenance on a variety of hand and power tools.

Coordinate with other Town staff to complete projects or fulfill responsibilities.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Work independently in the absence of supervision.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of responsible park and building maintenance or grounds keeping experience including one year of administrative and/or lead supervisory experience.

Training:

Graduation from high school or G.E.D. equivalent supplemented by specialized training in parks and/or landscape maintenance or a related field.

License or Certificate

Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Possession of, or ability to obtain, a Qualified Applicator's Certificate.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals, inclement weather conditions.

Physical and Mental Conditions:

Essential and secondary functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight up to 50 pounds; climbing, operating motorized equipment and vehicles; mid-range to distant visual acuity for inspecting equipment, and/or as specified in the job analysis.