

**REQUIRED POST CERTIFICATION MAY NOT BE GUARANTEED WITH  
CERTAIN FELONY CONVICTIONS.**

**VACANT POSITION**

**DEPARTMENT: PARKS AND RECREATION**

**SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF CORRECTIONAL OFFICER POST  
CERTIFICATION OR COMPASS/ASSET/Accuplacer TEST RESULTS TO:**

**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Room 110**

**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

**JOB TITLE:** Parks Maintenance Detail Officer, (Position #2509)  
**SALARY:** Pay Grade 17, Hiring Salary \$31,888 per year  
Provisions of Personnel Ordinance for promotion, demotion, transfer  
**WORK SCHEDULE:** 7:30 a.m. - 3:30 p.m., M-F; some overtime and weekend work required.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High school diploma or state-awarded GED; supplemented by vocational/technical training in building maintenance, construction maintenance, grounds maintenance, parks maintenance, construction trades, and/or vehicle/equipment maintenance; supplemented by one to two years of experience involving parks maintenance, vehicle/equipment operation, grounds maintenance building/construction maintenance, or construction trades, with supervision, safety procedures, and basic personal computer operations; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must possess and maintain a valid Georgia Driver's License. Must obtain Commercial Driver's License (CDL) Class B, P.O.S.T. Correctional Officer Certification, and pesticide applicator license within probationary period. Required post certification may not be guaranteed with certain felony convictions. Must maintain all P.O.S.T requirements as a Peace Officer. Must possess basic computer skills to access the Internet, use work order software, and use Microsoft Office Suite software.

**GENERAL STATEMENT OF DUTIES:** Under general supervision, supervises inmate work crews assigned to construction or maintenance work projects for County Parks and Recreation Department grounds, facilities and County public grounds. Duties involve acting as a lead worker, assigning and delegating assignments and activities, operating heavy equipment, and assisting with equipment maintenance. Reports to the Parks Maintenance Supervisor.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of maintenance equipment and machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of up to one hundred pounds.

**ESSENTIAL JOB FUNCTIONS:**

Supervises and monitors employees and inmates on assigned work details; oversees maintenance technicians assigned to officer details; provides direction, training, and guidance to workers; assigns and coordinates work activities; monitors status of work in progress and inspects completed work.

Evaluates safety and security of work area prior to and during work; monitors work safety factors to ensure safety of inmate work crew and of the public; provides safety equipment and instructions to inmate workers; conducts safety inspections of facilities and equipment; remains constantly aware of any safety problems that may arise; reports accidents/injuries.

Instructs inmates, department employees, and other workers in proper work techniques, operation of equipment, safety practices, etc.; monitors workers to ensure properly training and understanding of use of equipment.

Evaluates/assesses behavior, work performance, and knowledge of workers; determines best match of duties to each worker.

Oversees work crews of inmates or other workers engaged in grounds maintenance tasks; supervises and assists in performing grounds maintenance tasks such as mowing grass, maintaining lawns and parking lots, and watering grass and other flora; assists with janitorial cleaning of recreation buildings and facilities; installs and maintains trashcans, benches, tables and signs; maintains greenway trails; installs and maintains fencing systems; assists with lake and waterway maintenance; performs playground inspections.

Oversees work crews of inmates or other workers engaged in construction and building maintenance tasks; supervises and assists in performing construction trade activities involving general construction, site development, carpentry, block laying, painting, plumbing, electrical/wiring, HVAC, and other aspects of projects; assists with maintenance and repair of park equipment, motors, appliances, scoreboards, and other systems.

Ensures adherence of maintenance and construction work with applicable building codes, laws, regulations, standards, policies and procedures; ensures adherence to established safety procedures and accepted construction techniques; initiates any actions necessary to correct deviations or violations.

Assists in determining necessary quantities of materials required to complete projects; assists in developing project cost estimates.

Assists in the daily preparation of County athletic fields for utilization in season by grading infields, mowing grass, chalking base lines, setting up various styles of goals, lining boundary lines, etc.

Applies various fertilizers/herbicides/pesticides to maintain ball fields and parks and other County-owned facilities; maintains daily log of herbicide/pesticide applications.

Assist with County-wide special event and recreation programming operations; assists with large athletic tournament operations; performs pavilion/facility rental setup and cleanup on weeknights and weekends.

Operates a variety of vehicles, heavy equipment, medium and light equipment, and tools associated with department projects.

Assists in the maintenance of vehicles, heavy/light equipment, and tools operated or utilized within the department; maintains records of equipment preventive maintenance.

Maintains logs, disciplinary reports, and other documentation relating to inmate workers.

Enters completed work orders into computerized work order software system.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

Assists in maintenance and installation of irrigation systems.

Maintains a daily log for work performed and pesticide records.

Performs work as needed during special events and county-wide emergency operations.

October 30, 2017