

**VACANT POSITION**  
**DEPARTMENT: PARKS & GROUNDS**  
**OBTAIN APPLICATION: <https://www.spaldingcounty.com/careers>**  
**SUBMIT APPLICATION and PROOF OF EDUCATION TO:**  
**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or to the HUMAN RESOURCES OFFICE**  
**CLOSING DATE: Position will remain open until filled**

Job Title: Work Program Coordinator (Position #2531)  
Salary: Pay Grade 8; Hiring Rate \$40,518.40 per year  
Provisions of the Personnel Ordinance for Promotion/demotion/transfer  
Work Schedule: Monday – Friday, 7:00 a.m. – 3:00 p.m.

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

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state-awarded GED; supplemented by one to two years practical maintenance/grounds keeping experience, and/or experience in carpentry, plumbing and electrical maintenance (or similar), 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 obtain the Department of Corrections Civilian Supervisor classification (20 hrs. training per year). Must possess and maintain a valid class C Georgia Driver's License.

**GENERAL STATEMENT OF JOB:** Under general supervision, coordinates and supervises work program participants in the general maintenance duties of County Parks and Recreation Department grounds and facilities including electrical systems, plumbing, mechanical repair, carpentry, janitorial services, playground, turf and athletic fields and preventative maintenance. Works with the Sign Shop with the installation of signs and banner. Operates light equipment to perform maintenance duties. Coordinates the tasks of hiring and managing work program participants including those to be utilized in other departments. Reports to the Parks, Grounds and Public Works Director.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of light and heavy 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:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Administers the Workforce Development Program and all activities related to the program.

Coordinates and supervises work program participants in a variety of task relating to the maintenance and upkeep to an assigned sports/leisure facility; supervises maintenance projects occurring in assigned building location. Performs minor renovation of facilities as needed including minor construction, electrical and plumbing repairs, etc.

Instructs on the proper installation and maintenance of various park equipment such as trashcans, benches, tables, signage, etc.

Communicates with department heads, co workers, immediate supervisor, other County personnel, and the public in order to provide assistance, receive instructions, exchange information, and complete daily job related activities.

Assists the Sign Shop with the installation of signs and banners.

Utilizes work program participants in the installation and maintenance various fencing systems.

Maintains daily preventative maintenance equipment logs and other daily records.

Trains and supervises work program participants.

Performs a variety of landscaping construction projects such as planting flowers and shrubs, building flowerbeds and boxes, and building boxes for facility signs.

Utilizes work program participants in assisting with County-wide special events and recreation programming operations; assisting with large athletic tournament operations; performing pavilion/facility rental setup and cleanup on weeknights and weekends.

Utilizes work order software and graphics software for daily reporting and content creation.

**ADDITIONAL JOB FUNCTIONS:**

May be required to do occasional maintenance of parks and greenspaces.

May assist in the design and production of street and promotional signs.

Performs other related duties as required.

June 28, 2024  
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