

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

VACANT POSITION

DEPARTMENT: AQUATIC CENTER

OBTAIN APPLICATION: <http://spaldingcounty.com/careers>

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

employment@spaldingcounty.com or 119 E. Solomon St, HR Office

CLOSING DATE: Position will remain open until filled

JOB TITLE: Senior Parks Maintenance Detail Officer, (Position #2500)
SALARY: Pay Grade PS16, Hiring Salary \$48,048.00 per year
Provisions of Personnel Ordinance for promotion, demotion, transfer
WORK SCHEDULE: 6:30 a.m. - 2:30 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; Shall have 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 a Class B Commercial Driver's License (CDL) within probationary period. May require possession and maintenance of a valid Georgia Pesticide Applicator's License. Must be a certified Correctional Officer. Must possess basic computer skills to access the internet, use work order software and use Microsoft Office Suite software. **Must obtain a Certified Pool Operator (CPO) certification and Aquatic Facility Operator (AFO) within six months of assuming the position.**

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, including the janitorial maintenance of the aquatic facilities. 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:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

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.

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.

Acts as a liaison with contractors and evaluates the performance of contractors maintaining equipment and grounds of the aquatic facilities. Supervises the technical maintenance tasks of the aquatic facilities.

Operates a variety of pumps, filters, chemical systems and building operations and controls and performs general maintenance of the aquatic facilities.

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 events 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.

Must be available after normal work hours to respond to issues related to the aquatic facilities, parks and other areas of need.

Enters completed work orders into computerized work order software system.

Assists in maintenance and installation of irrigation systems.

Performs other related duties as required.

July 12, 2024
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