**Class Summary**

The responsibilities of this classification include overseeing an assigned parks district and/or leading employees on a continuous basis. Incumbents plan, organize, schedule, oversee, and evaluate the work of crews at assigned parks, public grounds and/or facilities, and ensuring parks facilities and grounds are clean, safe and attractive to the public.

**Distinguishing Characteristics**

This is the fourth level in a four-level classification series. The Parks District Maintenance Coordinator is distinguished from the Parks Specialist III classification in that incumbents within the Parks District Maintenance Coordinator classification are responsible for leading assigned staff and have ongoing responsibility for two or more employees; delegated authority to assign and check work, train new employees, recommend discipline to supervisor, and participate in the performance appraisal process.

**Examples of Duties**

*In addition to the duties performed in the Parks Specialist III the Parks District Maintenance Coordinator will:*

1. Plan, organize, schedule, assign and review daily work activities of a park maintenance crew. Develop, schedule, monitor and evaluate work plans for assigned crew.
2. Evaluate work performance; identify need for performance improvement. Provide background information for verbal and/or written reprimands and recommend further disciplinary actions when necessary.
3. Assist in budget planning, preparation and implementation; monitor expenditures. Provide justifications and recommendations for capital improvements.
4. Respond to public inquiries; investigate and resolve complaints. Promote good relationships with the public and user groups. Represent Parks and Recreation Division as first contact to businesses. Develop community partnerships, alliances, and sponsorships, involving park lands, maintenance and physical site improvements.
5. Complete purchase orders, work requests and other forms. Order supplies, materials, equipment and machinery.
6. Coordinate activities with other sections. Attend and facilitate meetings.
7. Coordinate procurement of contract services; monitor activities of external contractors. Inspect the work of contractors for final approval.
8. Plan, direct and perform the maintenance and repair of parks facilities and grounds including turf and landscaped areas, athletic fields, buildings, greenhouse nursery, natural areas and open space.
9. Initiate permit applications and obtain permits for projects.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge equivalent to four years’ experience in parks grounds and facilities maintenance

Knowledge of parks grounds and facilities principles, practices and standards

Knowledge of risk management and safety guidelines

Knowledge of horticultural and landscape practices

Knowledge of budgeting techniques and principles

Knowledge of the safe operation and maintenance of equipment

Knowledge of various minor craft and trade duties

Skill in communication

Skill in facilitating and conducting meetings

Skill in recognizing safety and maintenance problems

Skill in negotiation, conflict resolution and problem solving

Skill in planning, assigning and overseeing the work of youth, volunteers and community service workers

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Driver License

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 8 |
| **Levels within same series** | Parks Specialist I, II, III, Parks District Maintenance Coordinator |
| **Class History** | 07/2010 – Created  09/2022 – Updated - minor changes |