

## **CITY OF EUHARLEE EMPLOYMENT POSTING ATHLETIC COORDINATOR/PARK MAINTENANCE EMPLOYEE**

Job Title: Athletic Coordinator/Park Maintenance Employee

Reports to: Parks and Recreation Supervisor

Job Summary: Under the supervision of the Parks & Recreation Supervisor, employee is responsible for the following:

Education: High school diploma or equivalent.

- Be aware of safety practices to maintain a clean and safe work site.
- Assist in securing work areas by placement of appropriate warning devices.
- Performing manual labor as needed.
- Perform routine maintenance of vehicles and equipment.
- Legally operate a vehicle and maintain a valid class B driver's license.
- Operate single and tandem axle dump trucks and lawn mowers.
- Ensure assigned tools equipment and materials are maintained in good condition and cleaned as needed.
- Ensure assigned tools equipment and materials are taken to job sites and maintained in good condition.
- Regularly check and clean tools and equipment.
- Perform routine landscaping in common areas and any area needing maintenance at Joe Cowan Park as directed.
- Reseed grass areas as needed.
- Seed and fertilize areas as needed.
- Mow grass as needed.
- Trim bushes, weed whack and shrubbery as needed.
- Attend all necessary training as required for the position.
- This position is responsible for planning, organizing, and supervising adult and youth athletic program.
- Plans, develops, coordinates, schedules, promotes, and supervises athletic programs, leagues, and tournaments for youth and adults.
- Creates practice, game, and tournament schedules and rosters; creates tournament brackets; reschedules events as needed.

- Creates league schedules, assigns officials, and conducts meetings with officials.
- Oversees the development and implementation of special events and programs pertaining to athletics; assists in determining recreational needs in the community.
- Mediates disputes during games, ejects spectators, coaches and players as needed.
- Supervises public and enforces safety and department rules and regulations.
- Attends various meetings as required.
- Performs other related duties as assigned

**Supervisory Controls:** Work is performed under the direct supervision of the Park and Recreation Supervisor.

**Guidelines:** Guidelines include City and departmental policies and procedures; City codes and ordinances and other Federal, State and Local laws.

**Complexity:** The work consists of maintaining city parks.

**Scope and Effect:** The purpose of this position is to effectively and efficiently maintain the grounds at Joe Cowan Park.

**Personal Contacts:** Contacts are typically with co-workers, vendors, contractors, developers, state and local governments, and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, follow directions, and solve problems.

**Physical Demands:** The work is typically performed with the employee working indoors or outdoors, operation of medium/heavy equipment may be required. Some standing and walking outside is required. Periodic lifting of up to 70 pounds shall be required. Must have the ability to work in extreme weather conditions.

**Work Environment:** The work is typically performed outside.

**Salary:** Starting at \$12/hour.

To be considered for this position, resumes must be received by February 26, 2020.

Please submit your resume to Donnie Varvel at [dvarvel@euharlee.com](mailto:dvarvel@euharlee.com).