City of Brawley is Recruiting for:

Parks Coordinator

Permanent Position

$ 3,959.34 - $4,719.81 per month

Under the direction the Parks and Recreation Manager, the Parks Coordinator is responsible for supervising the maintenance of city parks and landscaped areas, the use and maintenance of equipment and the overall operations of the Parks Division.

DUTIES:
See the job description for the Essential Duties and Responsibilities of this position

EDUCATION AND EXPERIENCE/LICENSE:
High School Diploma or equivalent.
Two years of supervisory experience in maintenance of municipal grounds, parks and related facilities.
Experience in turf management, landscaping, plumbing, electrical and welding knowledge required.
Must possess a valid California class C driver’s license.

ADDITIONAL INFORMATION:
This is an exempt position. The selection process includes an oral interview.

REPORTS TO:
Parks and Recreation Manager

TO APPLY:
Please submit a City of Brawley Employment Application with supporting documents to:
City of Brawley, 383 Main St., Brawley, CA 92227 or email to sbonillas@brawley-ca.gov

DEADLINE:
July 7, 2022
CITY OF BRAWLEY

CLASS TITLE: Parks Coordinator – Parks and Recreation Department

BASIC FUNCTION:
Under the direction of the Parks and Recreation Manager, the Parks Coordinator plans, organizes and supervises the maintenance of all public parks and related grounds and facilities, the use and maintenance of equipment, and the overall operations within the Parks Division.

REPRESENTATIVE DUTIES
- Schedules and supervises the development, maintenance and operation of parks and other city grounds
- Controls the planting, maintenance, and removal of plants and trees
- Develops and monitors daily, weekly and seasonal work schedules and in solving on-site problems
- Supervises and assists in the work of full-time and part-time maintenance staff; assigns and directs work, evaluates employees, addresses employee complaints and resolves problems
- Conducts on-site safety inspections
- Responsible for ensuring that appropriate workplace safety is in place, that consistent training is coordinated and a culture of safety is maintained
- Receives and reviews time sheets, invoices for payment, reports, and data submitted by field staff
- Monitors park budgets, defines personnel resource needs and allocates them as required to maintain park grounds and facilities
- Interprets blueprint specifications and landscape plans
- Purchases the division’s equipment, supplies and services and controls inventory; evaluates material and equipment requirements, prepares specifications, submits requisitions, seek and evaluates suppliers and prices, evaluate goods and services received, and monitors the use of materials to maintain inventory
- Answers questions from the public and staff
- Coordinates assigned tasks with other departments
- Provides staff and support for special events
- Coordinates park and recreation activities with Recreation Coordinator and Interim Parks and Recreation Director.
- Provides coverage when Recreation Coordinator is absent

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES
- General knowledge of the construction and maintenance of parks and grounds
- Knowledge of proper horticultural practices related to parks and municipal facilities including: cultivation, pruning, fertilization, irrigation, basic plant identification, identification of plant diseases and appropriate treatments
- Knowledge of basic carpentry, plumbing, masonry, welding and landscaping
• Knowledge of the operation, maintenance and repair of equipment and tools used for grounds and parks maintenance activities
• Knowledge of manual and automatic irrigation system installation, operation and repair
• Knowledge of safe work practices and safety codes
• Ability to direct, evaluate and report on the overall operations of the division
• Ability to supervise, organize, and review the work and landscape maintenance staff
• Ability to plan park construction project including the installation of plants, irrigations systems and other equipment and facilities
• Ability to research budget requests, construction and maintenance cost schedules and specifications for equipment and vehicles used by the department
• Ability to read and interpret blueprint plans and maps including: planning diagrams, irrigations and drainage systems, and other related design items
• Ability to establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies and the general public
• Ability to communicate effectively, both verbally and in writing

EDUCATION AND EXPERIENCE

• High School diploma
• Two years of supervisory experience in maintenance of municipal grounds, parks and related facilities.
• Experience in turf management, landscaping, plumbing, electrical knowledge required
• Must possess a valid California Driver’s License

WORKING CONDITIONS

ENVIRONMENT

• Work will be performed both in an indoor and outdoor environment at various site locations
• Work schedule may be irregular and may include weekends, some holidays and response to off duty calls
• Exposure to: a variety of climatic conditions; dust; potentially hazardous chemicals such as pest control agents, solvents, paints and cleaning agents

PHYSICAL DEMANDS

• Required to perform manual labor
• Required to maintain physical condition necessary to stand for long periods of time
• May be required to climb, stoop, kneel, crawl or crouch
• May be required to safely lift and carry up to 50 pounds

Approved: 10/30/2018