

**JOB DESCRIPTION**

**FACILITY COORDINATOR**

**POSITION SUMMARY**

Performs skilled and manual labor maintaining parks and recreation grounds and indoor facilities. Operates Parks equipment and performs general maintenance, carpentry, plumbing and electrical work.

**DUTIES AND RESPONSIBILITIES**

* Operates equipment necessary for daily duties
* Performs basic plumbing, electrical and carpentry repair and maintenance tasks on all park facilities
* Maintains and repairs playground equipment and grounds
* Lawncare and landscape maintenance
* Maintain signs and park building and facilities
* Perform custodial duties for all indoor and outdoor park and recreation facilities
* Sets up chairs, tables & sound equipment for events
* Opening and winterization of the Aquatic Center and Splash Pad
* Perform basic athletic field maintenance and marking
* Supervises staff as assigned

**POSITION COMPETENCIES**

* Knowledge of basic grounds and lawn maintenance skills including chemical applications according to manufactures instructions and safety data sheets
* Experience with operation, maintenance, and installation procedures for underground irrigation systems
* Ability to follow written and oral instructions and calculate basic math
* Operate equipment and hand tools for assigned tasks
* Ability to communicate effectively with the public and other employees, both orally and in writing
* Prepare written reports and log maintenance procedures

**EDUCATION**

* High school diploma or GED
* Two years of equipment operation experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
* Valid driver’s license
* Minimum of Class B CDL within 12 months of employment

**The City of Pittsburg is an Equal Opportunity Employer**

**Department:** Parks and Recreation **Classification/FLSA:** Full Time, Non- Exempt

**Location:** Parks Division **Reports To:** Parks Superintendent

**Supervises:** N/A **Starting Range:** $15.85 - $19.00 (Grade 9)

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 12/23/2021