

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Recreation & Park Maint. Coordinator GRADE: I CODE: 3439
SERIES: Park and Recreation Management DATE: 07/24/90

Class Definition

Under general direction, performs difficult managerial work involving considerable responsibility, complexity and variety. Accountable to and provides a wide variety of assistance to the Area Parks and Recreation Division Chief in coordinating, planning, developing and implementing a diverse and comprehensive program, park maintenance support and leisure services for special events and projects in a designated Area of Prince George's County (Northern, Central, Southern). Responsible for managing assigned building/grounds maintenance projects, coordinating maintenance support events and programs. May act in the absence of the Area Park Maintenance and/or Program Manager(s). Performs other duties as assigned.

Examples of Important Duties

1. Manages and monitors assigned programs and projects; interprets goals and objectives and prioritizes requirements for maintenance and leisure service program support. Inspects park and building facilities to determine needs for the maintenance of minimum health, safety, and appearance standards; coordinates work requests and program priorities with the Area Park Maintenance and Program Managers for general maintenance and leisure program support, other Commission units and federal, state, county, and local government agencies, e.g. municipalities, Health Department, and Board of Education. Meets with program staff and volunteer citizens as required.
2. Assists the Area Park Maintenance and Program Managers with the coordination of maintenance support to and assistance with major county and area-wide and community based activities, programs, and special events.
3. Works closely with Area Park Maintenance and Program Managers, Park, and community supervisors to coordinate and monitor projects and provide park maintenance support for park and facility renovations.
4. Coordinates externally; meets with citizens, community and business related groups, Park and Recreation Councils, administrative and supervisory staff of other Commission, federal, state, county, local governmental, and Board of Education units to identify maintenance support needs for leisure service programs.

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Examples of Important Duties (Continued)

5. Assists the Area Park Maintenance Manager with the recommendation and monitoring of operating procedures (e.g. hours, security, safety, inventory, control, fiscal accountability, etc.) for maintenance yard, trade shops, park and building facilities.
6. Assist the Area Program Manager, Park, and Community Recreation Supervisors with the planning of new facilities and for renovation of existing facilities.
7. Assist the Area Park Maintenance and Program Managers with and monitors budget allocations for assigned programs and projects. Controls expenditures within the constraints of approved funds. Initiates bid procedures, procures cost quotations and estimates, initiates and reviews purchase requisitions and check requests. Monitors work of contracted services.
8. Keeps records, maintains and supervises records of purchases, expenditures, time reports, administrative and operational reports as required. Coordinates, receives and reviews daily, monthly and annual reports as required.
9. Supervises and plans activities and assigns work to designated staff and volunteers. Monitors work programs to ensure timely completion and conformance to design and standards. Evaluates work performance and counsels workers. Initiates and recommends disciplinary action as required.
10. Conducts research, reviews technical and trade literature, meets with potential and contracted vendors, exchanges information with the Commission units and governmental agencies. Attends workshops, seminars and conferences to gain professional insight, identify new techniques, methods and equipment for the maintenance of leisure facilities and support for activities and special programs relevant to assigned recreation and maintenance operations.
11. Responds to inquiries re: facility and grounds maintenance, supports activities and renovation efforts to ensure clear communications. Investigates and responds to complaints.

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Important Worker Characteristics

- A. Considerable knowledge of (1) Commission Policies;* (2) Commission activities;* (3) Merit System Rules and Regulations;* (4) Affirmative Action Practices and Equal Employment Opportunity; (5) safety and health regulations and standards; (6) sound environmental and ecological practices; (7) budget and purchasing practices; (8) personnel management and supervisory techniques; (9) park maintenance management and techniques; (10) building construction and trades; (11) leisure program support; (12) public relations and (13) data analysis.
- B. Skill in operation of (1) auto/truck; (2) calculator; (3) radio communications system.
- C. Ability to (1) analyze data; (2) clearly present ideas in verbal and written communications; (3) make presentations to citizens groups; (6) read and write technical and routine reports and correspondence; (7) plan, organize, implement, and evaluate an efficient work program; and (8) evaluate personal performance.

Minimum Qualifications

1. Bachelor's degree in park and recreation administration/management or related field, and four (4) years of progressive administrative and operational experience in recreation and parks management which has included two (2) years of supervisory experience in park and recreation operations and community relations; and two (2) years of fiscal management, or;
2. An equivalent combination of education and experience, and;
3. Valid driver's license or ability to acquire one.

Working Conditions

Works in office. Supervises projects and personnel in the field of operations, works extended hours, evenings, weekends, and holidays. Some driving, considerable pressure to meet deadlines, and meet with the general public and community organizations.