



Job Code: 235
FLSA: Non-Exempt
Unit: PCEA

PARK MAINTENANCE COORDINATOR

DEFINITION

The Park Maintenance Coordinator is a one position classification responsible for coordinating the purchase of division equipment, overseeing division contracted work, data compilation and reporting, processing of invoices, resident contacts, and special projects; performs related work as assigned. When vacant this classification will be abolished.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Park Maintenance Superintendent.
Exercises no supervisory duties.

TYPICAL DUTIES

1. Prepares/revises specifications for the purchase of major pieces of division equipment; issues requests for proposals to equipment vendors, reviews proposals received and recommends equipment purchases to Parks Superintendent.
2. Oversees the park maintenance work performed by private contractors to include ensuring contractor meets all City contracting requirements, contractor's work meets division standards/requirements; processes contractor requests for payment.
3. Maintains records of division activities; prepares activity reports from data collected.
4. Processes invoices for payment, coordinates payment with the Department of Finance.
5. Disseminates information to division personnel as appropriate.
6. Responds to emergency call-outs as required.
7. As assigned coordinates the undertaking of special division projects.
8. Responds to resident contacts including answering questions, providing information, investigating issues in the field, referring issues to the proper person, department or agency for resolution.

CITY OF PLEASANTON
Park Maintenance Coordinator
Page 2

MINIMUM QUALIFICATIONS

Knowledge of:

1. All phases of turf and landscape maintenance; irrigation system operation, maintenance, and repair; plant diseases, detection and control; equipment operation, maintenance and repair.
2. City/division purchasing requirements and processes; required purchase documents including equipment specifications.
3. City/division requirements/standards for the contracting of division work.
4. Division reports and records.
5. City/division requirements/procedures governing the processing of invoices for payment.

Skill to:

1. Prepare equipment specifications and other documents associated with the purchase of equipment; review proposals received and make recommendations.
2. Coordinate the work of private contractors to ensure work complies with division requirements.
3. Coordinate the undertaking of special assignments.
4. Compile data, maintain records, and prepare reports.
5. Coordinate division responses to resident requests for service.

EDUCATION/EXPERIENCE

Education/Experience

High School graduation or GED equivalent.

Experience:

Four years of journey level experience in all phases of park and landscape maintenance.

License:

Valid California Class C Drivers License.
e:\hrf\jobclass\parkmnt.sam

