

City of Cumming
Department of Recreation and Parks

Assistant Maintenance Coordinator

General Nature of Job

This is a semi-skilled manual labor providing basic maintenance functions in the operation and upkeep of Recreation Department grounds. Performs work under direct supervision of Maintenance Coordinator.

Examples of Work

- Performing manual labor to provide maintenance and upkeep of Recreation Department's grounds, buildings and facilities.
- Assists maintenance coordinator with surveying of grounds, buildings and facilities for safety-related problems and assisting with maintenance to correct problems discovered.
- Working with other departmental coordinators to schedule maintenance duties around programs and events.
- Performs other duties as required.

Necessary Knowledge, Training and Experience

- Operation of light equipment and various tools necessary for the continued maintenance of grounds and facilities.
- Ability to understand and follow instructions with limited supervision.
- Ability to assist with supervision of part-time workers.
- Ability to develop effective working relationships with fellow employees and deal tactfully with the public.
- Exemplary attendance is required.

Desired Education, Training and Experience

Graduation from a standard high school and/or any combination of training and/or experience which provides the required knowledge, skills and abilities. Must possess a valid Georgia Driver's License.

Minimum Physical Requirements

Must be able to exert up to 100 pounds of force occasionally and up to 50 pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

FSLA Status: Non-Exempt

Classification: Entry Level

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.