



# Peninsula Metropolitan Park District

10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332 "Today We Touch Tomorrow"  
PO Box 425, Gig Harbor, WA 98335 Office: 253-858-3400 Fax: 253-858-3401  
E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

## PENMET PARKS FACILITY COORDINATOR / GROUND SPECIALIST

**Salary:** \$40,798 – \$61,208 annually (2018 scale)    **Bargaining Unit:** Non-Represented

**Length of Position:** Full time, eligible for benefits, non-exempt, medical for employee and family

### **Nature of Work**

The Facility Coordinator/Grounds Specialist position working under the supervision of the Parks & Facilities Manager is responsible for the coordination of facility/field reservations and rental events, as well as performance of routine and non-routine maintenance (including repair and minor construction activities for all District parks, buildings, facilities, and open space areas).

### **Job Duties & Responsibilities**

1. Coordinate facility rentals (indoor and outdoor) to include resolving schedule changes and conflicts, administering field use contracts for field/facility usage, ensuring that appropriate equipment is available for classes and events, coordinating set-up and take-down of equipment, maintaining rental records and billing statements (special use permits, facility rental applications, insurance certificates, banquet permits, damage/cleaning deposits, security), monitoring the use of facilities and adherence to all applicable safety and facility policies and procedures.
2. Prepare information packets regarding rental policies for fields and facilities, contribute and assist with marketing plan for facility and field rentals (brochures, flyers website).
3. Performs all general routine park maintenance tasks including but not limited to turf care, mowing, trimming, tree and shrub care, litter, trash and debris removal, custodial work, athletic field preparation and safety evaluation of park facilities.
4. Conducts all forms of non-routine park maintenance including repair of irrigation systems, playgrounds, sport courts, restroom fixtures, lighting fixtures and other park related services as required.
5. Supports all District & local special events as assigned.
6. Ensures that vehicles, tools and equipment are maintained in a clean, safe and proper working condition.
7. Applies upon direction certain chemicals including but not limited to pesticides, fertilizers, and pest control products.
8. Performs related duties as assigned.

## **Necessary Knowledge, Skills, and Abilities**

1. Ability to establish excellent working relations and communication with supervisors, subordinates and general public. Must function well as part of the PenMet team.
2. Must possess practical common sense skills while maintaining a strong work ethic.
3. Must be able to adapt to a constantly changing and fast paced environment while maintaining a positive attitude.
4. Ability to take initiative with minimal supervision.
5. Ability to assess and evaluate situations quickly and effectively.
6. Ability to read and interpret engineering drawings and maps, work from sketches, and blueprints.
7. Ability to safely operate large truck and towing combinations along with the ability to properly secure and store loads for travel.
8. Ability to operate safely and effectively a variety of light and heavy equipment including but not limited to riding mowers, utility tractors, excavators, etc.
9. Technical knowledge and understanding of skilled trades including: painting, carpentry, masonry/concrete, plumbing and electrical.
10. Ability to troubleshoot park maintenance activities as they occur.
11. Knowledge of general park rules and regulations, and practices related to scheduling of parks and recreation facilities.
12. Knowledge and understanding of park and recreation risk management and loss control principles, techniques and issues. General knowledge and understanding of budgeting methods and practices.
13. Knowledge of District organization, operations, policies and objectives.
14. Strong knowledge of general landscaping and irrigation techniques, soil, turf and plant management issues common to Washington State, along with the basic principles regarding the use of fertilizers and pesticides. Also a familiarity with structural design/maintenance, construction and building permit processes.
15. Knowledge of automated applications and graphics relative to parks maintenance, facility rentals and scheduling, and projects as assigned.
16. Strong skills in oral and written communication. Ability to read, write and speak the English language at a level necessary for efficient job performance including the ability to prepare and present, verbally and in writing, reports regarding maintenance, construction, facilities and operational activities within the Department.
17. Ability to maintain current knowledge of technological advances in the field.
18. Knowledge and skill related to the organizing of records, files and other shared materials in hard copy and electronic format.
19. Ability to maintain confidences and routinely handle sensitive materials.
20. Ability to anticipate and solve administrative and operational problems, prioritize tasks and elicit cooperation.

### **Special Requirements**

- Successful completion of pre-employment background check;
- Successful completion of pre-employment reference check;
- Valid State Driver's License with proof of satisfactory driving record;
- Non-smoker.

### **Working Conditions**

Work is primarily performed in an office and outdoor environment, recreation facilities and at park locations. Incumbents are expected to work on a flexible schedule, including evenings and weekends as dictated by Parks & Facilities Manager. Work may be physically demanding; prolonged periods of time may be spent sitting and working at a computer terminal.

### **Minimum Qualifications**

High School diploma or GED and two (2) years of equivalent work experience in the field of park & facility maintenance and operations.

### **To Apply**

**Application forms submitted via e-mail to [Info@PenMetParks.org](mailto:Info@PenMetParks.org) are preferred.**

You may also submit application forms to:

PenMet Parks

Attn: Human Resources

PO Box 425

Gig Harbor, WA 98335

Applications are available at [www.PenMetParks.org](http://www.PenMetParks.org)

**Closing Date:** 2/21/18

### **Selection Guidelines**

Will include: formal application, review of education and experience, testing, oral interview, reference check, SSCI background check, as well as examination of current driver's abstract.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

*PenMet Parks is an Equal Opportunity Employer.*