

PARKS AND TRAILS COORDINATOR

Definition:

Under general supervision oversees and monitors the usage, activities and conditions of Fullerton Parks and Recreation facilities including buildings, parks and open spaces on a day-to-day basis; inspects assigned areas and performs a variety of verifications and checks related to usage, safety and cleanliness; leads/oversees assigned staff and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Monitors park and open space usage and participates in special events and other activities as assigned.

Monitors the maintenance of facilities assigned including grounds and buildings.

Inspects City parks, trails, open space grounds, vegetation, facilities and equipment and other areas as assigned on foot or by vehicle for safety and cleanliness concerns and reports needed repairs/replacement.

Leads assigned staff.

Requests assistance from other departments/divisions as needed.

Acts as a liaison between the Parks and Recreation Department and the public.

Responds to questions from the general public; provides directions and information.

Explains programs, policies and procedures to participants, the public and to applicable staff.

Checks athletic field permits and park/open space usage permits of park patrons as appropriate.

Responds to public inquiries and requests for information concerning open space/park facilities.

Receives complaints and follows up, regarding open space/park usage concerns.

Writes incident reports and maintains written or computerized daily log reports, files and records.

Reports missing signs and equipment.

Interacts with the general public, activity participants, service groups and businesses.

Attends a variety of meetings.

Schedules and coordinates the work of assigned nonregular staff and volunteers, and assists with their selection and evaluation.

Orders supplies and equipment and monitors expenditures for assigned activities.

Operates a personal computer and uses applicable software to prepare reports and correspondence.

Lifts and carries equipment and supplies weighing 50 pounds or less.

Operates a camera and handheld radio equipment; uses basic hand tools including a hammer, screwdriver and pliers and sports field grooming equipment.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Minor trail maintenance.

Removes unauthorized signs/postings in park/open space areas.

Assists with the setup and break down of event seating, tables, stage and other arrangements including trash pick up and removal.

May assist with sport field preparation.

Performs other projects/tasks as assigned.

Class Characteristics:

Parks and Trails Coordinator is a single incumbent class in the Parks and Recreation Department with duties related to monitoring the usage, activities, conditions and maintenance of Fullerton parks, open spaces and buildings.

Contacts and Relationships:

A Parks and Trails Coordinator establishes and maintains contact with other Parks and Recreation Department staff. Substantial contact will occur with park/facility patrons,

requiring diplomacy and tact when dealing with park usage issues. Additional contact will occur with local service groups, businesses and staff in other City departments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Principles and techniques of monitoring group and individual activities related to area assigned.

Basic supervisory/directional techniques.

Basic report writing.

Basic office and purchasing procedures and practices.

Effective public contact skills and customer service techniques.

English usage and grammar.

Computer applications related to area assigned.

AND

Ability to:

Use good judgment and make sound decisions in accordance with established procedures and policies.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

Understand and carry out oral and written instructions independently.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Work under minimum supervision.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school and two years of study at an accredited college or university towards a major in, or supplemented by completed coursework in Recreation, Business Administration, Public Administration or a related field.

AND

Experience:

Two years of increasingly responsible experience in a recreational setting to include responsible public contact/customer service experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment.

Must be able to work a flexible schedule to accommodate City needs including weekends, evenings, holidays and overtime.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

Bilingual skills.

Ability to obtain a Playground Safety Inspector Certification from a source acceptable to the City.

Knowledge of sport field preparation and maintenance.

Physical Tasks and Working Conditions Include the Following:

Work is performed in park, open space, trail, playground and office environments. An incumbent will be exposed to the elements and walks or hikes on slippery and uneven slopes/surfaces and grass. An incumbent uses basic hand tools, a camera, handheld radio, computer, keyboard and related equipment, drives a vehicle on City business, sits, stands and walks, kneels, crouches, climbs steps, reaches, bends, twists, grasps, and lifts, moves, pushes, pulls and drags boxes of equipment and supplies weighing 50 pounds or less. An incumbent may be exposed to dust, vegetation, soil, artificial turf, vehicular traffic and campfire smoke. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Nonexempt.

Established September 2010