



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

SUPPORT STAFF WORKER

DAWSON COUNTY PARKS & RECREATION
Part-Time/Hourly/Non-Exempt

JOB SUMMARY

The purpose of this position is to provide support to the Parks and Recreation Department by assisting with a wide variety of job duties, as needed; including but not limited to administrations, clean up, maintenance and assisting with athletic programs.

ESSENTIAL DUTIES

- Performs housekeeping duties such as sweeping, mopping, buffing, waxing, and vacuuming floors; pick up trash; cleans bathrooms and offices.
- Assists with registration and staffing at park related events and programs.
- Assists public and responds to inquiries, provides information to resolve complaints.
- Enforces park rules and regulations.
- Performs minor carpentry duties.
- Performs landscaping duties such as cutting grass and weed-eating.
- Assists with maintaining ball fields by cutting grass, dragging fields, placing bases and goals, applying lines to fields, and picking up trash.
- Assists with minor swimming pool maintenance.
- Performs minor maintenance on grounds maintenance equipment and vehicles.
- Performs minor plumbing repairs.
- Performs minor electrical repairs; replaces light bulbs, fuses, and breakers in department offices, gyms and at ball fields.
- Performs other related duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

KNOWLEDGE OF:

- County and safety policies and procedures.
- Athletic field maintenance techniques.
- Grounds maintenance techniques.
- Carpentry, plumbing, and electrical practices.

SKILL IN:

- Operating such tools and equipment as tractors, lawnmowers, bush hogs, weed-eaters, sod cutters, line machines, electric hedge clippers, chainsaws, chippers, and various hand tools.
- Identifying and solving problems.
- Dealing with the public.
- Oral and written communication.

ABILITY TO:

- Read, write, and perform basic mathematical calculations.
- Perform some heavy lifting.
- Work evening and weekend hours as needed.

CONTACTS

- Contacts are typically with co-workers, community service workers and the general public.
- Contacts are typically to exchange information and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide support to the Parks and Recreation Department by assisting with a wide variety of job duties, as needed; including but not limited to administrations, clean up, maintenance and assisting with athletic programs. Successful performance helps ensure safe and well-maintained grounds and ball fields and affects the public image of the county government.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee is frequently required to lift light and heavy objects, up to 15 pounds regularly and up to 75 pounds occasionally, climb ladders and use tools or equipment requiring a high degree of dexterity.

Environmental Factors: The work is performed indoors, in a stockroom or outdoors. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as mask, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The employee is assigned work with general instructions, supported by existing policies and procedures, requiring interpretation. Completed work is spot-checked for compliances with procedures, accuracy, and the nature and propriety of the final result.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must be 18 years of age or older.
- Applicant must have ability to read, write, and perform basic mathematical calculations; high school diploma or equivalent is preferred.
- Applicant must have possession of or the ability to readily obtain a driver's license issued by the State of Georgia and a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____