

## **POSITION DESCRIPTION**

Title: Budget Director

Department: Budget and Purchasing

Job Analysis: 4/2011; Revised and Amended 6/2011, November 2015, January 15, 2019, **May 2019**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Commissioners

Subordinate Staff: Senior Budget Accountant, Purchasing Director, Buyer I and II, Purchasing and Budget Assistant, and Custodians, **Sales Tax Coordinator and Sales, Use and License Tax Staff**

Internal: Employees, Elected Officials

External: Vendors, State, Federal and Local Officials

Status: Appointed Contract/Exempt (A/E)

### **Job Summary**

This employee has direct responsibility for preparation, presentation, and monitoring of all County budgets approved by the County Commission. Directs purchasing, grants and budget process. **Supervises the Budget and Purchasing Department and Sales, Use and License Tax Department.** Assists the County Administrator.

### **Job Domains**

#### **A. Purchasing**

1. Prepares capital expenditure requests.
2. Monitors grant applications.
3. Prepares and monitors all budgets.
4. Assures all purchase orders are handled in the prescribed manner.
5. Responsible to notify Commissioners of all bids.

#### **B. Budget**

1. Assemble budget requests of all departments to include personnel, operating costs, capital expenditures, etc.
2. Determine revenue from all sources.
3. Prepare and present preliminary budgets to the Commission.
4. Revise, amends, and present until final budget is approved.
5. Prepare final budget and distribute to all necessary departments.

C. Budget Review

1. Monitor and mediate budget changes throughout the year.
2. Present quarterly updates of budgets to Commissioners for review.
3. Responsible to inform Commission Department of any major exceptions to the Budget as they may occur.

D. Grants

1. Monitor and review grants to ensure fiscal records are kept properly.
2. Ensure financial draws are processed in a timely manner for correct matching of expenses and revenues in the proper period.
3. Ensure compliance with State and Federal regulation.

E. Assist the County Administrator

1. Assist the County Administrator in the performance of his or her job duties upon request by the County Administrator or as directed by the County Commission.
2. In the event there is a vacancy in the position of County Administrator, or in the event the County Administrator is unable to perform his or her duties due to leave time or sickness, upon the written direction of the Chairman of the County Commission, the Budget Director shall have the authority to act as County Administrator and perform the job duties of the County Administrator and as directed by the County Commission. In that event, the Budget Director shall act as County Administrator and perform the job duties of the County Administrator until the vacancy for the County Administrator is filled or the County Administrator is able to return from leave time or sickness.

F. Sales, Use, and License Tax

1. Directs, oversees and provides technical support for the Sales and Use Business License functions of the County including the collection and administration of Sales and Use Tax, Rental and Lease Tax, Video Tax, Motor Fuel Tax and Cigarette Tax.
2. Responsible for monthly sales tax collections reports-
3. Designated License Inspector for the County Commission.

**Knowledge, Skills, and Abilities**

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate effectively with the office staff, general public, and elected Officials.
2. Skills to perform accounting and bookkeeping operations, conduct audits, and prepare budgets.
3. Skills to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
4. Skills to understand written instructions, manuals, and correspondence.
5. Ability to assign tasks and supervise employees.
6. Ability to operate office machines such as calculator, computer terminal and copy machines.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by State/County/Federal.
8. Knowledge of general office procedures.

### **Other Characteristics**

1. Willing to travel to attend workshops and seminars.
2. Willing to work non-standard hours to meet deadlines.

### **Minimum Requirements**

1. Bachelor's degree in Accounting, Business Administration or related fields.
2. Minimum of five (5) years in governmental accounting is desirable.
3. Minimum of two (2) years supervisory experience.

## **POSITION DESCRIPTION**

Title: Purchasing Director

Department: Budgeting and Purchasing

Job Analysis: Sept 2013, Nov 2015, Feb 2017, June 2017, June 2018, May 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: ~~County Administrator~~/Budget Director

Subordinates: Buyer I, Buyer II, Purchasing and Budget Assistant, Custodians (Bay Minette)

Internal Contacts: All County Departments

External Contacts: Vendors, Suppliers, Contractors, Architects, Engineers, Other Government Agencies

Status: Classified/Exempt (EC-8)

### **Job Summary**

Responsible for all of the purchasing and grants duties. Responsible for planning, prioritizing and scheduling of special Commission assigned projects and grants. Coordinate with County staff and contractors to make sure a special project and grant is completed in a timely matter. Responsible for the day-to-day direction of project support teams, and assist with performance of those employees involved with project support. Supervises the entire staff including preparing specifications and maintaining the required documentation by law and County rules and regulations. Supervises all documentation of all purchases of non-bid items, including helping departments develop specifications and obtaining quotes. Oversees in the receiving of ordered items and ensuring that their receipt is promptly posted to the accounting system so that vendors can be paid through accounts payable in a timely manner.

### **Job Domain**

1. Keeps the Commission and Budget Director informed and updated of day-to-day status of the special projects directly under the authority of the Commission.
2. Coordinates meeting schedules/activities associated with the special projects, assumes project responsibility as assigned.
3. Assists in planning, prioritizing and scheduling of special projects.
4. Staff contact person for special projects under the authority of the Commission.
5. Assists in the preparation and processing of bid specifications and contract documents.

6. Coordinates and schedules Pre-Bid and Pre-Construction Conferences. Processes Project Bid documents.
7. Collects, sorts, files and maintains working project files and records. Assists in the preparation of contract change order(s) and supplemental agreement(s).
8. Receives and processes progress payments for special projects.
9. Assists in the close-out of project documents.
10. Supervises the preparation of specifications for routine bid items.
11. Other duties as assigned/required to assist Budget Director.
12. Any special project that is assigned by the Commission.
13. Resolve vendor or contractor grievances and claims against suppliers.
14. Represent companies in negotiating contracts and formulating policies with suppliers.
15. Review, evaluate, and approve specifications for issuing and awarding bids.
16. Direct and coordinate activities of personnel engaged in buying, and distributing materials, equipment, machinery, and supplies.
17. Administer on-line purchasing systems.
18. Develop and implement purchasing and contract management instructions, policies, and procedures.
19. Work with State of Alabama Public Examiners to make sure that purchases are in compliance with Competitive Bid Law and grants are in compliance with State and Federal Statutes.
20. Supervises the Budgeting and Purchasing and Bay Minette Custodial personnel.

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

1. Skills to communicate effectively with the office staff, general public, and elected officials.
2. Skills to perform accounting and bookkeeping operations, conduct audits, and prepare budgets.
3. Skills to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
4. Skills to understand written instructions, manuals and correspondence.
5. Ability to assign tasks and supervise employees.
6. Skill in the operation of various computer programs.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by State/County/Federal rules.
8. Knowledge of general office procedures.

### **Other Characteristics**

1. Willing to travel to attend workshops and seminars.
2. Willing to work non-standard hours to meet deadlines.

### **Minimum Requirements**

1. Associate's degree in Business Administration, Purchasing or related fields; management experience or equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
2. Minimum of two (2) years in Alabama Bid Law, desirable.

## **POSITION DESCRIPTION**

Title: Sales, Use & License Tax Coordinator

Department: Sales, Use & License Tax Department

Job Analysis: September 2011, September 2017, **May 2019**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: ~~Clerk Treasurer~~, **Budget Director**

Subordinate Staff: Chief Deputy License Inspector, Deputy License Inspector I & II, Audit Compliance Officer, Audit Compliance Officer Trainee, Revenue Clerk I & II, Senior Revenue Clerk

External Contacts: General Public, Taxpayers, Other Government Agencies, Legal Representatives

Salary Grade: Classified/Exempt (EC-8)

### **Job Summary**

This is responsible supervisory work involving responsibility for managing the compliance, collection, and enforcement of one or more of the state's revenue laws, business license and registration fees. Employees in this class are responsible for directing and supervising a staff of revenue examiners, license inspectors, and clerical staff engaged in the processing, audit selection, examination, and collection of taxes and fees. Work involves responsibility for reviewing and assigning tax and fee examination/collection cases, conducting informal hearings with taxpayers or their representative in contested cases, reviewing finished examination reports for accuracy and compliance with the law.

### **Job Domains**

1. Performs county revenue administrative functions, including, but not limited to, investigations, audits, inspections, and consultations with businesses and taxpayers.
2. Investigates any complaints and/or reports rendered by various sources on problem accounts or businesses; testifies in court as required.
3. Performs audits on records for compliance and timely reporting of taxes.
4. Inspects businesses to ensure proper tax and business license compliance.
5. Provides consultations with taxpayers to address any problems or concerns and provides an explanation of local laws, county policies and procedures.

6. Administers administrative hearings to ensure compliance and payment of taxes; initiates advisory procedures for noncompliance.
7. Provides interpretation for enforcement of state and federal rules, regulations, and tax laws.
8. Analyzes data and compiles detailed and accurate reports of information on taxation and revenue as required.
9. Directs the collection, receipt, deposit, and distribution of revenue, and the enforcement of applicable tax laws, and license registration fees.
10. Plans, develops, and implements department's budget.
11. Plans, develops, and directs appropriate plans, policies, procedures, rules, and regulations in accordance with federal, state, county, and municipal tax laws.
12. Directs the accounting, collection, audit, and enforcement of revenue tax codes and applicable license and registration fees ensures the proper recording of applicable taxes in addition to all federal, state, and city taxes due the county.
13. Researches and reviews current federal, state, county, and city ordinances and recommends revisions to tax revenue laws.
14. Provides direction in the prosecution of persons in violation of the tax laws and the defense of tax suits brought by persons against the county.
15. Plans, develops, and implements department goals, objectives, and strategies.
16. Provides leadership and direction for subordinate employees; selects, assigns, and conducts performance reviews.
17. Provides advice and recommendations to the **Budget Director** ~~Clerk-Treasurer~~, County Commissioners, School Board, and various boards of the county concerning matters pertinent to revenues.
18. Keeps the **Budget Director** ~~Clerk-Treasurer~~ and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
19. Attends meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
20. Responds to citizens' questions and comments in a courteous and timely manner.
21. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of county operations and activities.
22. Performs other directly related duties consistent with the role and function of this position.
23. Participates in conferences with departmental superiors in the discussion of policy and procedures; gives advice relating to technical tax issues.
24. Exchanges tax information with local governmental agencies, other state revenue agencies, and the federal government.
25. Trains supervisory and professional personnel in departmental procedures in the central office as well as the field.
26. Makes presentations to tax professionals, various government representatives and other interested groups.
27. Develops forms and procedures to expedite workflow; initiates data processing requests for system changes; adapts departmental procedures to change resulting from new tax legislation and/or court rulings.
28. Conducts informal hearings for tax cases that are protested.
29. Responsible for the evaluations of all employees under his/her supervision.

30. All other duties as assigned.

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

1. Comprehensive knowledge of principles and practices of government operations.
2. Comprehensive knowledge of all applicable tax laws, regulations, and procedures.
3. Comprehensive knowledge of generally accepted accounting procedures.
4. Substantial knowledge of modern office practices and procedures.
5. Substantial knowledge of general management principles.
6. Ability to comprehend, interpret, and apply tax laws, rules, and collection procedures.
7. Ability to review and understand complex audit reports and make determinations regarding procedures and problems.
8. Ability to develop, evaluate, and install revisions to established revenue collection policies and procedures.
9. Ability to set goals and develop an action plan to achieve them within short-term, intermediate-term, and long-term operational periods.
10. Ability to organize and prioritize work, establish and maintain appropriate organizational structure and to delegate authority to accomplish goals and objectives.
11. Ability to direct, motivate, and lead subordinates.
12. Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.
13. Ability to establish and maintain effective working relationships with elected officials, county and city departments, employees, business owners, and the general public.
14. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
15. Ability to understand and follow oral and/or written policies, procedures, and instructions.
16. Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner.
17. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
18. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
19. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
20. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
21. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Essential Physical Abilities**

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials electronic or hard copy form.



3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a county vehicle, personal computer, telephone, copier, and other related office equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around an office environment.

#### **Other Characteristics**

1. Willing to work overtime, nonstandard hours, weekends and holidays as required to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

#### **Minimum Qualifications**

1. Bachelor's degree in Business Management, Finance or Accounting
2. Certification from CROAA or Certified Revenue Examiner; and
3. Extensive experience in government accounting and collection; or
4. Any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
5. Possess valid driver's license and be insurable by the County's insurance standards.

## **POSITION DESCRIPTION**

Title: Director, Department of Archives and History

Department: Department of Archives and History

Job Analysis: 10/2004, 02/2011, 01/2014, 05/2014, 09/2014, 03/2015, 05/2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: County Administrator

Subordinate staff: Archives Specialist(s), Gate Attendant, Office Assistant III, dotted line from Landscape Technician I and Landscape Technician II

Internal contacts: Employees, Elected Officials

Status: Classified/Exempt (EC-8)

### **Job Summary**

The responsibilities of this position include, but are not limited to, organizing, planning and coordinating the creation, maintenance, storage, preservation, and disposition of activities of a wide variety of county records and materials which will ensure compliance with professional and legal standards. Work functions will include administrating the archival program and work space, directing the county's archival program, and determining the proper practice and procedures for the collection, classification, care, preservation, and disposition of materials from county departments, boards, commissions, and other governmental agencies which have historical, administrative, legal, research, cultural, genealogical, and other significant value. The responsibilities will also include serving as a liaison to the Baldwin County Historic Development Commission and accomplishing a myriad of historical and civic responsibilities as assigned.

### **Job Domains**

#### **A. Management**

1. Develop the Archival program and work space in order to create the archive program which will ensure compliance with professional and legal standards.
2. Conduct extensive research in order to identify needs for technology, staffing, storage area layout, equipment, etc.

3. Determine the proper practice and procedures for the collection, classification, care, preservation, and disposition of materials from county departments, boards, commissions, and other governmental agencies which have historical, administrative, legal, research, cultural, genealogical, and other significant value.
4. Develop and maintain policies and procedures for retention to ensure that appropriate materials are stored at optimum cost effectiveness and security and to ensure the preservation of county archival materials.
5. Establish and maintain an inventory control/access and retrieval system for materials.
6. Compile and maintain archival management data and reports.
7. Plan and conduct training programs for staff on proper archival methods.
8. Ensure compliance with all state and federal guidelines relating to archiving.
9. Supervise and manage employees to include delegating work, evaluating performance, and resolving conflicts as needed to ensure the productivity of the program.

#### B. Records Management

1. Utilize imaging equipment and software to electronically store documents.
2. Sort, collate, index and shelf materials in the most advantageous manner.
3. Prepare shelf lists and cross index files in order to access materials.
4. Prepare and direct the preparation of document descriptions and reference aids such as accession lists, indexes, guides, abstracts, etc.
5. Destroy or arrange for destruction eligible materials according to records laws and regulations.
6. Maintain a computerized data base of information on materials retained and destroyed.
7. Provide technical expertise and coordination related to the development and implementation of a legally-compliant record keeping system.
8. Advise elected and administrative officials regarding the laws, regulations, and benefits of records management practices.
9. Coordinate the transfer of records to the records center or archives.
10. Coordinate records management activities with office staff to ensure effective and efficient creation and maintenance of records.

#### C. Historical Consultation/Coordination

1. Serve as the historical consultant for the Bicentennial Park with the goal of advising that the park demonstrate the significance of Baldwin County's heritage.
2. Establish events at Bicentennial Park that emphasize the distinct culture of Baldwin County.

#### D. Reception and Referral

1. Verbal and writing skills to communicate effectively.
2. Provide information by telephone and personally to the general public.
3. Establish and maintain effective working relationships with employees, public officials, and the general public as needed to answer questions and provide technical expertise in the maintenance and retrieval of documents and records.

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

(any item with an asterisk will be taught on the job.)

1. Knowledge of the legal and administrative rules and regulations of records disposal and retention.
2. General knowledge of the functions, organizations and history of the county.
3. Knowledge of the techniques of records preservation, duplication, and restoration.
4. Knowledge of the principles of records management and record retention schedules.
5. Knowledge of various types of office equipment used to index and store documents such as microfilm, microfiche, and computer databases.
6. Ability to plan and organize to include setting priorities, developing a strategy, following a plan, and accomplishing goals.
7. Ability to judge the adequacy of departmental record keeping and storage facilities and to make recommendations for revision when necessary.
8. Ability to communicate ideas in writing to include organizing thoughts in a logical manner with clarity and conciseness.
9. Ability to develop, implement and analyze complex filing and records management systems to include manual and automated systems as needed to collect, store, and retrieve historical documents and records.
10. Ability to read and understand complex written materials including state, federal and local laws, regulations, legal documents, professional publications, and finding aids.
11. Ability to use math skills to calculate fees, maintain accounts, and manage a budget.
12. Ability to write legibly to complete documents and forms.
13. Ability to operate standard business equipment.

### **Other Characteristics**

1. Willing to work nonstandard hours as necessary.
2. Willing to travel to attend meeting and workshops as required.

### **Minimum Requirements**

1. Bachelor's degree from an accredited four (4) year college or university in history, political science, government, public administration or closely related field and two (2) graduate courses in archival administration.
2. Master's degree from an accredited four (4) year college or university in one of the areas listed above or library science including two (2) graduate courses in archival administration is preferred.
3. Have a valid driver's license.

## **POSITION DESCRIPTION**

Title: Landscape Technician I

Department: Highway Department – Parks Section

Job Analysis: January 2012, September 2017, February 2019, [May 2019](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Crew Chief, Parks Supervisor, Horticulturist, County Engineer, [dotted line to Director of Archives and History as directed](#)

Subordinate staff: Department of Corrections inmates

Internal contacts: Area Supervisors, and County Employees

External contacts: General Public, State and Federal Officials

Status: Classified/Non-Exempt (G)

### **Job Summary**

Performs a variety of unskilled and semi-skilled tasks in the security of inmates assigned to the Baldwin County Commission for work detail and a variety of unskilled and semi-skilled tasks in the maintenance and operations of recreation buildings, grounds, open spaces, and parks. An employee in this position could be responsible for security of the Department of Corrections work crew. Work involves some clerical functions associated with reports. All work is performed in accordance with Departmental rules, regulations, and instructions. Work involving Department of Corrections work crews is performed under the guidelines of the Department of Corrections.

### **Job Domains**

1. Mows and maintains park and open space areas, mows weed; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
2. Sweeps, washes, paints, and repairs, or replaces playground equipment, park tables, and slabs.
3. Performs routine maintenance on lawn and power equipment.
4. Plants lawns, trees, shrubs, and flowers.

5. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the county parks and open spaces.
6. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
7. Operates tractor, mowers, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
8. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
9. Performs custodial work as assigned including changing light bulbs and fluorescent tubes; sweeping floors; vacuuming carpets, mopping, shampooing and steaming carpets; buffing non-carpeted areas' dumping garbage and relining cans with liners' sweeping; washing windows, walls, metal and woodwork; cleaning rain gutters; sweeping roofs; and cleaning restrooms.
10. Occasional clerical work needed for routine reports and evaluations.
11. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
12. Opens and closes, locks and unlocks facilities as needed.
13. Assists in setting up and taking down equipment for various park and recreation programs. Prepares facilities for park and recreation program use.
14. Assists in the construction of new parks facilities including clearing, grading, drainage, and foundation work.

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

1. Some knowledge of equipment, materials, and supplies used in building and grounds maintenance.
2. Some knowledge of equipment and supplies used to do minor repairs.
3. Some knowledge of applicable safety precautions.
4. Skill in operating the tools and equipment listed below.
5. Ability to work independently and to complete daily activities according to work schedule.
6. Ability to communicate orally and in writing.
7. Ability to use equipment and tools properly and safely.
8. Ability to understand, follow, and transmit instructions.
9. Ability to establish effective working relationships with employees, supervisors, and the public to communicate information clearly and correctly to supervisor and co-workers; give information over radio and telephone.
10. Writing skills to clearly and neatly complete and maintain logs, records, report, routine forms, bonds, and booking cards.

### **Tools and Equipment Used**

Pick up truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, and irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement

finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, and dusting equipment.

### **Physical Demands and Work Environment**

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently requires standing, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear, and type on computers.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is occasionally loud in this field.

### **Minimum Qualifications**

1. Have a valid driver's license and be insurable by the County's insurance standards.
2. Obtain Class "B" CDL with air brakes and passenger endorsement for passengers. Must obtain CDL within six (6) months, if deemed necessary by existing immediate supervisor.
3. Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

## **POSITION DESCRIPTION**

Title: Landscape Technician II

Department: Highway Department – Parks Section

Job Analysis: September 2017, February 2019, [May 2019](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Parks Supervisor, Horticulturist, County Engineer, [dotted line to Director of Archives and History as directed](#)

Subordinate staff: Crew assigned by Supervisor, Department of Corrections inmates

Internal contacts: Area Supervisors, and County Employees

External contacts: General Public, State and Federal Officials

Status: Classified/Non-Exempt (H)

### **Job Summary**

Performs a variety of tasks in the security of inmates assigned to the Baldwin County Commission for work detail and a variety of tasks in the maintenance and operations of recreation buildings, grounds, open spaces, and parks. An employee in this position could be responsible for security of the Department of Corrections work crew. Work involves some clerical functions associated with reports. All work is performed in accordance with Departmental rules, regulations, and instructions. Work involving Department of Corrections work crews is performed under the guidelines of the Department of Corrections. Assists in overseeing performance and training of Landscape Technician I. Must be able to serve as crew leader for operations as directed.

### **Job Domains**

1. Mows and maintains park and open space areas, mows weed; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
2. Sweeps, washes, paints, and repairs, or replaces playground equipment, park tables, and slabs.
3. Performs routine maintenance on lawn and power equipment.
4. Plants lawns, trees, shrubs, and flowers.



5. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the county parks and open spaces.
6. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
7. Operates tractor, mowers, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
8. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
9. Performs custodial work as assigned including changing light bulbs and fluorescent tubes; sweeping floors; vacuuming carpets, mopping, shampooing and steaming carpets; buffing non-carpeted areas' dumping garbage and relining cans with liners' sweeping; washing windows, walls, metal and woodwork; cleaning rain gutters; sweeping roofs; and cleaning restrooms.
10. Occasional clerical work needed for routine reports and evaluations.
11. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
12. Opens and closes, locks and unlocks facilities as needed.
13. Assists in setting up and taking down equipment for various park and recreation programs. Prepares facilities for park and recreation program use.
14. Assists in the construction of new parks facilities including clearing, grading, drainage, and foundation work.

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

1. Some knowledge of equipment, materials, and supplies used in building and grounds maintenance.
2. Some knowledge of equipment and supplies used to do minor repairs.
3. Some knowledge of applicable safety precautions.
4. Skill in operating the tools and equipment listed below.
5. Ability to work independently and to complete daily activities according to work schedule.
6. Ability to communicate orally and in writing.
7. Ability to use equipment and tools properly and safely.
8. Ability to understand, follow, and transmit instructions.
9. Ability to establish effective working relationships with employees, supervisors, and the public to communicate information clearly and correctly to supervisor and co-workers; give information over radio and telephone.
10. Writing skills to clearly and neatly complete and maintain logs, records, report, routine forms, bonds, and booking cards.

### **Tools and Equipment Used**

Pick up truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, and irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement

finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, and dusting equipment.

### **Physical Demands and Work Environment**

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear, and type on computers.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is occasionally loud in this field.

### **Minimum Qualifications**

1. Have a valid driver's license and be insurable by the County's insurance standards.
2. Obtain Class "B" CDL with air brakes and passenger endorsement for passengers. Must obtain CDL within six (6) months, if deemed necessary by existing immediate supervisor.
3. Any combination of education and three (3) years' experience preferred, which demonstrates the knowledge and experience to perform the work.