

POSITION DESCRIPTION

Title: Horticulturist

Department: Parks Department

Job Analysis: January 2013, August 2015, October 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: Parks Supervisor, Parks Personnel

Internal contacts: County Employees

External Contacts: Courthouse Personnel, General Public, State Highway Department and other state and local officials, attorneys, vendors, utility boards, and developers

Status: Classified/Exempt (EC-8)

Job Summary

Provide professional level expertise and leadership in planning, coordinating, implementing, and maintaining various projects involving trees, shrubs, and other plants. Provide professional maintenance to county facilities, lawns and shrubs. Supervise inmate crews in accomplishing jobs.

Job Domains

1. Direct and coordinate projects relating to trees, shrubs, other plants, and lawns.
2. Provide professional expertise and leadership in planning, coordinating, implementing, and maintaining various projects involving trees, shrubs, and other plants.
3. Prepare special plans for various forest and landscaping projects as directed by the County Engineer.
4. Formulate a comprehensive (long-range) plan for the development of the Baldwin County Parks County grounds.
5. Responsible for supervising workers in planning and maintenance on County lawns, parks, trees, and shrubs.
6. Work to stay within budgeted amounts.

Knowledge, Skills and Abilities

1. Knowledge of professional planning, implementation and maintenance for various lawns, shrubs, trees and landscaping projects.
2. Verbal and presentation skills to interact with the public and various departments.
3. Ability to supervise workers in maintenance projects.
4. Ability to properly water, prune and otherwise maintain trees, shrubs and plants.
5. Ability to properly plant trees, shrubs and other plants required in landscaping.
6. Ability to walk, stoop and bend.
7. Ability to lift fifty (50) pounds, unassisted.
8. Ability to work in adverse weather conditions.
9. Knowledge of computer data storage/retrieval.
10. Ability to use shovel, pruning saw, shears, loppers, rake, hoe, Maddox watering device, ladders, etc.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work related activities.

Minimum Requirements

1. College degree in landscaping, horticulture, or similar area of concentration.
2. Possess a valid driver's license.

POSITION DESCRIPTION

Title: Landscape Technician I

Department: Parks Department

Job Analysis: Jan 2012, Sept 2017, Feb 2019, May 2019, Oct 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 Administrator, 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: Parks Department

Job Analysis: September 2017, February 2019, May 2019, Oct 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 Administrator, 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.

POSITION DESCRIPTION

Title: Mechanic II

Department: Parks Department

Job Analysis: February 2019, October 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: Traffic Operations Manager, Horticulturist, County Administrator

Subordinate Staff: Shop help assigned by Supervisor

Other Internal Contacts: Operation Support Specialist II, Engineering, Equipment Manager, County Purchasing Officer

External Contacts: Equipment Suppliers, Parts Suppliers, General Public

Status: Classified/ Non-Exempt (J)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, and replacement of coil, condenser, and breaker points.
2. Removes and disassembles major units such as engine, transmission, differential; inspects parts for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears, and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors and pumps.
5. Rewires ignition system, lights and instrument panel.
6. Realigns and adjusts brakes, repairs or replaces shock absorbers.

7. Replaces and adjusts headlights, and installs or repairs accessories such as radios, heaters, mirrors, and windshield wipers.
8. Performs additional repairs as needed.
9. Performs routine maintenance and repairs on bucket trucks as needed.

B. Heavy and Light Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds and maintains heavy/light construction equipment such as asphalt spreader, rollers, paint truck, tractors, bat wings, lawn mowers, weed eaters, pressure washers, small engines, etc.
2. Replaces defective engines and subassemblies.
3. Replaces or repairs major components, attachments or implements such as blades, tracks, compressors, etc.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as needed.
6. Tests repaired equipment to ensure operating efficiency.
7. Makes recommendations to supervisor concerning specification requirements for bidding and purchasing of new equipment.
8. Ensures Vehicle / Equipment fleet is kept in safe operational working order.
9. Ensures all Vehicles/Equipment in fleet receive routine maintenance on schedule.
10. Ensures accurate records are maintained for repairs/maintenance performed on all Vehicles/Equipment.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate information to supervisors, co-workers, and vendors.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy/light construction equipment.
10. Knowledge of safety rules, including accident causes and prevention.
11. Knowledge of first aid procedures.

12. Ability to work independently without close supervision
13. Knowledge of county policies, procedures and rules.
14. Knowledge of/and has ability to work on Tier 4 engine component.
15. Required to wear uniforms as directed by County Engineer.

Physical Characteristics

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information to helper.
4. Use of hands and fingers to write, to use tools.
5. Strength to lift 50 pounds.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

Minimum Qualifications

1. Willing to work overtime and weekends in emergencies.
2. Have a valid commercial driver's license. (CDL – Class A).
3. Willing to travel to pick up parts, materials and gather quotes out of area.
4. Experience in automotive and heavy equipment repairs and maintenance.

POSITION DESCRIPTION

Title: Parks Supervisor

Department: Parks Department

Job Analysis: January 2013, October 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: Horticulturist, County Administrator

Subordinate staff: Parks Personnel

Internal contacts: Area Supervisors and County Employees

External contacts: General Public, Suppliers, State and Federal Officials

Status: Classified/Exempt (EC-07)

Job Summary

Responsible for directing the activities of the Parks crew. Work involves supervision of several types of heavy equipment operation as well as journeyman and unskilled labor activities. Perform detailed planning of projects including construction sequences and procedures, required material, quantity and sources, and operating costs. Helps oversee maintenance of all county parks and facilities.

Job Domains

A. Supervision

1. Supervise daily work routines of park crews; monitor work-in progress; make the spot corrections when necessary.
2. Inspect finished work for compliance with specifications.
3. Make sure all construction/parks materials are up to standard.
4. Record material used, progress achieved, and total costs.

B. Planning and Coordinating

1. Plan and schedule projects and other objectives to be accomplished.

2. Develop a budget.
3. Assign work to subordinates.
4. Plan for necessary maintenance and repairs for equipment; orders parts, supplies, fuel, etc., as required.
5. Projects cost of projects.

C. Miscellaneous

1. Perform various duties including operation of equipment and manual labor as required in emergencies or other critical situations.

Knowledge, Skills and Abilities

1. Verbal skills to explain procedure and work methods, counsel with subordinates, and make oral reports to county personnel.
2. Skills to perform basic arithmetic functions.
3. Writing skills to fill out data reports and write various construction plans and procedures.
4. Reading skills to understand maps, blueprints, manuals, etc.
5. Skills in planning and scheduling.
6. Knowledge of occupational safety and health requirements.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work activities.
3. Willing to attend training seminars.

Minimum Requirements

1. Possess a valid driver's license with CDL.
2. Five (5) years experience in related field.