CITY OF PERRY, GEORGIA
JOB ANNOUNCEMENT

POSITION OPENING: 20-43  Post Dates: 6/19/20 – 7/03/20

Title: Recreation Technician I

Salary Range: $27,300-$39,450

Location: City of Perry – Department of Leisure Services

Term of Appointment: Regular full-time

Probationary Period: 12 months

GENERAL NATURE OF WORK:
This position is responsible for assisting in general maintenance, operations, & support of Leisure Services programs & facilities.

ESSENTIAL JOB FUNCTIONS:
• Assist in the monitoring of equipment for the department programs.
• Monitors & assists rental groups in use of department.
• Assists in some office administrative functions within the department.
• Assist customers, program participants, & volunteers during program activities.
• Effectively interacts with facility users, contractors, & general public.

EXAMPLES OF TASKS RELATED TO FACILITIES SUPPORT
• Maintains Leisure Services facilities to standards established by the department.
• General custodial duties: cleaning restrooms, clearing/set up rental rooms, moving furniture, restocking supplies, organizing tools, etc.
• Operation of housekeeping equipment such as vacuum, buffer, mop, etc.
• Assists in repairs & maintenance of outdoor facilities (sports fields, playgrounds, walking trails, tennis courts, etc.).
• Ability to supervise community service labor.
• Other duties as assigned.

KNOWLEDGE REQUIRED FOR THE POSITION
• Ability to work effectively with minimum supervision or in groups.
• Basic knowledge in recreation programs, rules, & procedures where assigned.
• Ability to meet, advise, assist, & if needed, coordinate with various groups or department activities.
• Ability to analyze problems & determine method to correct problems.
• Ability to use wide array of tools & operate maintenance equipment.
• Outstanding verbal & written communication skills.

MINIMUM QUALIFICATIONS:
• Possession of current, valid driver's license.
• Ability to use tools required for tasks.
• Self-motivated.
• No criminal offenses that could negatively affect youth character development.
• Ability to use ladders & work in confined spaces.
• Must be able to multitask & adapt to a changing environment.

PHYSICAL DEMANDS & WORK ENVIRONMENT
• Class A criteria job demand.
• Mixture of indoor & outdoor activities required.
• Will be placed in on-call rotation; occasional weekend & night schedule is required of position duties.
• Physical demand of the job requires occasional heavy lifting (50+ pounds).

SUPERVISING & MANAGEMENT RESPONSIBILITY
May be assigned as project or team leader. May supervise community service workers, volunteers, & inmates for particular programs & functions.

DESIRED TRAITS
Communicates effectively, knowledgeable worker, customer-focused, values and respects others, drives to excel, desires teamwork and collaborations, creative thinker, supportive of change, demonstrates ethical behavior, and shows pride in work.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER & A CERTIFIED DRUG FREE WORKPLACE