

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Community Services
Division of Parks
Classified, GRADE 10
40 Hour Week

PARK FACILITIES SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a wide variety of tasks involved in planning, developing and operating parks in the county; does related work as required.

DISTINGUISHED FEATURES OF THE CLASS: An employee in this class is expected to possess the basic professional knowledge and skills in planning, developing and operating parks, greenways, and open space. The incumbent works under the general supervision of the Assistant Director or Director.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, night vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Maintain schedule of activities and park facility utilization;
Research and assist in recreation land use planning of open space and greenways;
Work with outside contractors engaged in park development activities;
Routinely, and as assigned, perform open space and park site inspections;
Assist in the preparation of the annual parks budget and capital projects;
Develop, write and administer grants for park development and greenways;
Prepare routine and special reports;
Provide technical assistance for creation, conservation and greenways in open spaces;
Prepare cost estimates and price quotes and requests for professional and contractual services and procurement, as required;
Assist in design, specifications, and contract management of awarded and in-house park construction projects;

Support ongoing and development of new special outdoor recreation and education events;
Perform or review delegated field safety, open space and park security inspections, as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the materials, methods and practices used in parks development and operations; ability to obtain and compile information from a variety of sources; good knowledge of computer-aided methods, techniques, equipment and procedures; good writing skills and ability to meet deadlines; ability to work independently or with minimal supervision; ability to maintain an effective working relationship with the general public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelors degree from an accredited college or university with major coursework in parks and recreation or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Direct deposit of pay required.

Employee Acknowledgment

Est. 01/10/99

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