



CLASSIFICATION DESCRIPTION

TITLE: RECREATION LEADER I - TENNIS **JOB CODE: 4 (Non-Exempt)**

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform clay court maintenance, general maintenance, grounds keeping and custodial work at the tennis center. Employees in this classification perform at entry staff level and are responsible for providing a safe recreations environment for the assigned community programs and populations. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinating with City staff, maintains (10) clay tennis courts by keeping them in top playing condition
- Maintains surrounding areas of tennis facility including but not limited to: seating areas, fencing, windscreens and trashcans
- Maintains all machinery used to groom and repair courts, along with all other machinery and tools used to keep the facility in top condition
- Performs light custodial duties, e.g., maintains equipment, cleanliness of facilities, etc.
- Assists with various special events and projects.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED preferred; supplemented by demonstrated ability to fulfill the physical requirements of the work or (1) year grounds keeping and/or general maintenance experience; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

Must possess and maintain Cardiopulmonary Resuscitation (CPR), First Aid, & AED certifications.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the occupational hazards and safety precautions of the duties required.

- Ability to perform minor motor and electrical repairs of golf carts.
- Knowledge of standard tools, materials, methods and practices of the trade areas of operation and maintenance.
- Ability to adhere to prescribed routines and practices.
- Ability to carry out assignments with minimal instructions.
- Ability to establish and maintain effective working relationships with supervisors.
- Ability to work independently to carry out assignments to completion.
- Ability to climb, reach, bend, stoop, kneel, sit and stand for extended periods of time; ability to lift up to 50 pounds.
- Ability to work weekends and early morning shifts. Saturday & Sundays are required.
- Ability to work flexible hour's necessary for the efficient operation of the department.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 50 pounds.
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- While performing the essential functions of this position there is potential for exposure to fumes or airborne particles, and toxic or caustic chemicals, work near moving mechanical parts, and risk of electrical shock.
- Ability to perform manual labor for extended periods of time while lifting light, medium or heavy equipment or objects needed to perform duties as directed by supervisor.
- Visual acuity is required to inspect and operate golf cart equipment. Position requires hearing sufficient to accurately perceive information at normal spoken word levels.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.