



### CLASSIFICATION DESCRIPTION

TITLE: Tennis Center Maintenance Worker (PART TIME)

JOB CODE: 5

### 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 recreation environment for the assigned community programs and populations. Performs related work as directed. This is a part-time position (20 hours per week).

### 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.

- Protect the assets of the club.
- Responsible for inspecting all courts and for opening procedures, maintenance, repair and grooming.
- Responsible for scrubbing, line and debris removal, cleaning, drying and general upkeep of clay courts, rolling and brushing of courts.
- Make sure all surrounding areas are cleaned and maintained and daily opening procedures are followed according to the instructions of the Recreation Specialist.
- Responsible for any daily upkeep duties such as repair to the courts.
- Complete and prepare incident, accident and maintenance reports as necessary.
- Attends mandatory training sessions.
- Assists with various special events, community programs and recreational functions.
- Performs custodial tasks, e.g., empties trash receptacles, empties recycling receptacles, cleans and removes debris.
- Communicate to the Recreation Specialist of Tennis any changes in court conditions.
- Participate in the court resurfacing program/adding new clay to tennis courts in coordination with the Recreation Specialist's schedule.
- Ensure compliance with all safety regulations, federal laws and club policies.
- Algae and weed removal from clay courts, blowing off leaves from all courts, tennis net repairs, windscreen upkeep, clearing of drains, removal of all trash and debris on the courts
- Performs related duties as directed.



#### MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED from accredited school PREFERRED or current enrollment; supplemented by a demonstrated ability to perform the physical requirements of the position including the ability to perform moderate physical work and may be required to lift up to 80 lbs., up to 50 lbs. frequently and up to 20 lbs. constantly. Perform activities such as bending, kneeling, crouching, climbing, reaching, standing, pushing, lifting and grasping for up to 4 hours without sitting. Ability to consistently lift, carry and load adaptive and other sports equipment that may weigh 50 or more pounds, and sustain aerobic activity for 20 consecutive minutes.

#### LICENSES, CERTIFICATIONS OR REGISTRATIONS

CPR/First-Aid Certification or ability to obtain (6) month after employment

One year of tennis court maintenance or grounds keeping maintenance experience OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Proficiency in safe First Aid methods, procedures and practices.
- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with frantic individuals; ability to react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

#### PHYSICAL REQUIREMENTS

Physical requirements of the position including the ability to perform moderate physical work and may be required to lift up to 80 lbs., up to 50 lbs. frequently and up to 20 lbs. constantly. Perform activities such as bending, kneeling, crouching, climbing, reaching, standing, pushing, lifting and grasping for up to 4 hours without sitting. Ability to consistently lift, carry and load adaptive and other sports equipment that may weigh 50 or more pounds, and sustain aerobic activity for 20 consecutive minutes.

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.