



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

| VACANCY | POSTING DATE | CLOSING DATE |
|---------------------------|--|---|
| NON-EXEMPT POSITION | 10/30/2024 | POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS) |
| JOB TITLE | FACILITY COORDINATOR | |
| DEPARTMENT | PARKS & REC – AG CENTER | |
| STATUS | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal May be required to work extended hours, Weekends and Holidays when required | |
| PAY GRADE | Grade C8, Step TBD (based on skills/experience) | |
| POSITION DESCRIPTION | <p>Employee is responsible for maintaining the Park facility. Duties include building and grounds maintenance; equipment operation and maintenance on equipment. Assists with completing various building and park maintenance. Employee is responsible for various administrative duties necessary for the efficient management of Park operations; program events and other aspects in the operation of the Park facility. Must provide excellent customer service and perform duties in a manner pursuant to the Park. Must possess ability to work independently as well as function effectively in a team environment. Other duties may be assigned.</p> | |
| REQUIREMENTS FOR POSITION | <ul style="list-style-type: none"> • Must possess a valid driver’s license and have a driving record that meets standards set by the county’s insurance carrier. • Knowledge of turf, grounds, landscaping and building preparation. • Knowledge of pesticide application process. • Ability to operate and maintain small power tools, lawn service equipment, etc. • Must possess some knowledge of painting, electrical work and plumbing work. • Reading skills to comprehend regulations, directions and reports. • Writing skills to neatly complete various forms and reports. • Ability to develop and maintain effective working relationships with associates, supervisors, park visitors and the general public. • Ability to work extended hours, Weekends and Holidays when required. <p>This is a “safety-sensitive” position. Successful candidate must pass a pre-employment drug test and will be subject to random unannounced drug testing throughout employment with the County in a “safety-sensitive” position.</p> | |
| EDUCATION | Must possess a high school diploma or equivalent. Prior experience in facility management, etc. preferred. | |
| HOW TO APPLY | <p>Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670</p> <p style="text-align: center;">The Personnel Department may be contacted at (256) 775-4884</p> | |

Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or any other protected status.