



City of Gulfport, Mississippi
Job Description

Beautification Coordinator (BEAU)

Department: 411-Leisure Services

EEO Class: Service Workers

Date Revised: 10-19-2011

FLSA Status: Non-Exempt

Date Approved: 12/1/2011

Position Overview

Under direct supervision of Landscape Manager. Supervises and coordinates activities of inmates engaged in litter reduction, general upkeep and maintenance of community centers, parks and other areas.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Reviews work orders to ascertain service, equipment, and work force requirements and schedules work for crew according to weather conditions, availability of equipment, and seasonal limitations.
- Responsible for pruning and removal of small trees and shrubs.
- Coordinates the application of pesticides and other chemicals.
- Investigates work orders, citizen complaints and requests to determine necessary actions to remedy problems.
- Reviews completed work to ascertain quality of work.
- Reviews effectiveness of chemicals applied.
- Trains and instructs inmates on work duties.
- Responsible for conducting work activities while supervising the inmate crew.
- Carries out supervisory responsibilities in accordance with the organization's and Correctional Facility Department's policies and applicable laws.
- Plans, assigns, and directs inmate work when they are assigned to the work crew.
- Appraises inmate performance.
- Addresses complaints and resolves problems concerning inmates.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

High school diploma or general education degree (GED); three to five years related experience and/or training; or equivalent combination of education and experience. One to three years prior supervisory experience is

required.

Education and Experience

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Required Licenses or Certificates

Must possess a valid Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment may be loud.