MAINTENANCE PERSONNEL ASSIGNMENT PROCEDURES

Assignment of Maintenance Division personnel is based on the following:

1. Grounds maintenance for all parks owned or operated by the Parks Department, including:
   a. Fertilizing, seeding, weed control
   b. Mowing, weedeating, and edging.
   c. Repair or coordination of repair for lighting, irrigation, small structures, fencing and playgrounds
   d. Refuse removal

2. Purchasing all park maintenance supplies as well as all sports equipment and supplies needed to support athletic facilities

3. Park safety, including:
   a. Safety inspections of all parks
   b. Playground safety inspections
   c. Barring access to damaged playground equipment
   d. Repairing damaged playground equipment
   e. Repairing damaged park amenities
   f. Keeping detailed records of park safety inspections and repairs
   g. Keeping a detailed inventory of all parks and recreation facility keys and the personnel to whom they are assigned

4. Maintenance of sports playing surfaces, including:
   a. Working from operations plan and specifications provided by the Park Operations Team, providing field lining, installation of bases/goals, etc
   b. Field maintenance support to Park Operations, as planned or as needed, during weekend tournaments

5. Small-scale park renovation projects, including:
   a. Beautification, including working with volunteer beautification crews
   b. Construction or project management of small park amenities, such as disc golf courses, fitness trails, picnic shelters, outdoor volleyball courts, etc
6. The Park Maintenance Team is divided into four regional maintenance shops, including:
   a. Northside Crew, located adjacent to North Spartanburg Park
   b. Southside Crew, located adjacent to Old Canaan Road Park
   c. Midtown Crew/Trail Crew, located adjacent to Cleveland Park
   d. Westside Crew, located adjacent to Tyger River Park

7. The park responsibilities of each crew, and the level of service provided to each park for which they are responsible, are summarized in the chart below. Maintenance Levels are defined by time intervals.
   a. High Maintenance-Regional Parks that have staff on site daily to carry out assigned maintenance tasks.
   b. Medium Maintenance-Parks that staff on site multiple days a week to carry out assigned tasks.
   c. Low Maintenance-Parks that have staff on site only when needed.

<table>
<thead>
<tr>
<th>Maintenance Shop</th>
<th>Park Name</th>
<th>Owner/Lessor</th>
<th>Maintenance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midtown</td>
<td>Cleveland Park</td>
<td>Spartanburg County</td>
<td>High (Daily Maintenance)</td>
</tr>
<tr>
<td>Midtown</td>
<td>Glenn Greenway</td>
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<td>Midtown</td>
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<tr>
<td>Northside</td>
<td>Mabry park</td>
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<tr>
<td>Northside</td>
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<tr>
<td>Northside</td>
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<tr>
<td>Northside</td>
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<td>Little Africa Park</td>
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<td>Old Canaan Road Park</td>
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<td>Southside</td>
<td>Cowpens Middle School Ballfield</td>
<td>School District 3</td>
<td>Low (Maintenance Only When Needed)</td>
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<tr>
<td>Southside</td>
<td>Clifton Ballfield</td>
<td>School District 3</td>
<td>Medium (Maintenance on Multiple Weekdays)</td>
</tr>
<tr>
<td>Southside</td>
<td>Cannons Ballfield</td>
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<td>Medium (Maintenance on Multiple Weekdays)</td>
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<tr>
<td>Southside</td>
<td>295 Park</td>
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<td>Eastway Park</td>
<td>Hillbrook Association</td>
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<tr>
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<td>Hillbrook Park</td>
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<td>Westside</td>
<td>Tyger River Park</td>
<td>Spartanburg County</td>
<td>High (Daily Maintenance)</td>
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</tbody>
</table>

8. Each of the Maintenance Shops is supervised by a Maintenance Supervisor. Duties of these personnel are as follows:

a. Maintaining Good Relationships with Park Neighbors
i. Schedule noise-producing maintenance activities at times when the activity does not unduly interfere with citizens' enjoyment of their homes and property.

ii. Inform park neighbors, in advance, of activities that may temporarily cause excessive noise, such as construction projects.

iii. Listening to, and forwarding—to the Park Maintenance Manager, Parks and Recreation Director, and/or Assistant Parks and Recreation Director—citizen reports of maintenance issues as well as ideas for park improvements.

b. Supervision

i. Provide clear consistent directives for all subordinate employees.

ii. Treat every subordinate employee fairly.

iii. Provide supervision/training to all subordinate employees who need assistance in successfully performing any skill.

iv. Effectively communicate all County/Parks activities that are received through email or at team meetings. Post all job postings, volunteer opportunities, emails sent to all park employees, tournament/event schedules, etc.

v. Keep track of subordinate employee sick, vacation and compensatory time.

vi. Schedule weekend work for tournaments, special events, and routine maintenance when needed.

c. Fiscal

i. Follow the Spartanburg County Purchasing Ordinance. The Park Maintenance Manager is the only authorized employee in the Maintenance Division empowered to request a purchase order.

ii. Follow all Spartanburg County purchase card regulations.

iii. Maintenance Supervisors are issued a purchasing card to obtain materials and supplies. Maintenance Supervisors are expected to stay within the budget guidelines set forth by the Park Maintenance Manager.

d. Communication/Record Keeping

i. Effectively and professionally communicate with the Park Maintenance Manager, other divisions and peers regarding any issues, wants or needs that you or your staff may have.
ii. Document all daily work assignments, park improvements, safety-related issues, pesticide/fertilizer applications and weekend work assignments.

iii. Present all daily work assignments, park improvements, safety-related issues, pesticide/fertilizer applications and weekend work assignments at monthly team meetings.

e. Agronomic

i. Grow and maintain a quality stand of athletic sports turf.

ii. Provide a year-long fertilization program to the Park Maintenance Manager, each fall, for approval. Include all ornamental plants and trees.

iii. Provide a year-long cultural practice program to the Maintenance Manager each fall.

iv. Program and maintain all irrigation systems.

v. Record all pesticide and fertilizer applications.

vi. Communicate any issues before they become problems.

f. Park Operations Support

i. Provide a quality, safe and attractive playing surface on all skinned infields.

ii. Execute sound skinned infield maintenance practices that include dragging, nail dragging, watering, edging, washing out and blowing out edges, filling in low spots and using packing clay in pitching areas and batter’s box areas.

iii. During the growing season, sod all sports field areas where grass has thinned or has died.

iv. Adhere to all athletic field scheduling provided by the Park Operations Team.

v. Provide tournament support to the Park Operations Team, as described in Chapter 8.

g. Grounds Maintenance

i. Mow, weed eat, edge and spray (with glyphosate) weeds on a weekly basis during the growing season.

ii. Prune all trees, grasses and shrubs at the appropriate time of year.

iii. Replace dead or dying trees, grasses and shrubs each spring and fall.
iv. Maintain, in good working order, all assigned park buildings, fences, gates, handrails, concrete, bleachers, benches, picnic tables, playgrounds and shelters.

v. Contact the Park Maintenance Manager for assistance, as needed.

vi. Mulch all beds and tree rings each year.

vii. Annually seed or sod any common area grounds that have thin or no grass.

viii. Strive to make all parks more aesthetically appealing by suggesting and implementing landscape improvements to the park.

h. Equipment

i. Complete general preventative maintenance on all vehicles and equipment by checking fluids, belts and tire pressures.

ii. Track all vehicle and equipment hours/miles and ensure that all are serviced by Spartanburg County Fleet Services at the appropriate time.

i. Safety/Inspections

i. Ensure that subordinate employees wear appropriate safety equipment.

ii. Complete weekly high-frequency playground inspections.

iii. Repair all safety-related problems noted on each monthly park inspection form. Document all items repaired.

iv. Inspect the perimeter of each park to ensure that private or illegal activities are not being allowed to encroach on public park property.

v. Promptly communicate all safety- and encroachment-related issues to the Assistant Maintenance Manager.