

CITY OF MARSHALL
Job Description

JOB TITLE: Athletic Field Maintenance

TIME PERIOD: April - October

REPORTS TO: Recreation Coordinator WAGE: \$9.25 - \$9.50/Hr.

GENERAL STATEMENT OF POSITION

Under direction of the Recreation Coordinator, prepares and maintains the softball/baseball fields and surrounding park areas at the Athletic Field Complex on Michigan Avenue which are utilized for Adult Summer Softball (April – August), Junior Baseball/Girls Softball/T-ball (May – Mid-July) Tournaments/Field Rentals (April – Mid July is peak time period) and Adult Fall Softball (Sept. – Oct.), field days, family picnics and more. Athletic Field Maintenance staff is expected to exercise a high degree of expertise, initiative and independent decision-making to ensure customer satisfaction. Strive to carry out Department Mission Statement in all recreation activities. “To enhance the quality of life for our community by providing safe, healthy and fun recreation opportunities.”

WORK ENVIRONMENT

Work is performed outdoors while exposed to all types of weather conditions. Must be able to lift, carry and manage equipment and supplies 50-95 lbs. The Athletic Field Maintenance staff will need to work odd and/or long hours at a time to complete duties and responsibilities.

EXAMPLES OF PRINCIPLE DUTIES AND RESPONSIBILITIES

(Duties are illustrative and not inclusive and may vary with individual assignment)

- Customer Service - Provide friendly, polite and accurate information on program policies and procedures when interacting with program participants, other staff, parents and the general public.
- Represent the City of Marshall – Recreation Department in a professional manner at all times. Uses good manners/speech, stable temperament, adheres to dress code.
- Prepare, preserve and maintain the Athletic Field Complex and surrounding park areas, keeping it in impeccable condition at all times. This includes litter and debris control, custodial work including cleaning the restrooms, and basic landscaping. According to specified dimensions field dragging, field lining, and setting bases is required.
- Operate a variety of mowers and other equipment to maintain the Athletic Field Complex and surrounding park areas; inspect tractor, mowers and other equipment for safe and proper operation; maintain equipment as needed, replacing fuel, fluids and keeping equipment clean.

- Inspecting the ball fields for proper safety.
- Complete mandatory safety training.
- Keep accurate records of time spent performing various tasks.

QUALIFICATIONS

- The ideal candidate is self-motivated, responsible and able to perform at a high level with or without supervision.
- Education & Experience - High school diploma or equivalent. Experience in field maintenance and/or grounds care is desired.
- Must take pride in all jobs assigned, be efficient and productive, offering quality work daily.
- Must be able to demonstrate knowledge of the safe and proper use of tractors, trucks and zero turn mowers and other equipment and tools necessary to complete tasks.
- Must be 18 years old or older.
- Must supply own leather work boots.
- Available to work long and/or odd hours on weekdays, weekends and holidays. During tournament/field rental peak times (April – Mid July) field maintenance is required (7) days per week. Field Maintenance will be required on Sundays during the Adult Summer & Fall Softball seasons.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Must possess and maintain a valid driver's license.

HOW TO APPLY

- Apply on-line at www.cityofmarshall.com
- Deadline to apply March 1, 2012