**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Maintenance Aide III – Athletic Fields/Facilities** | **UNION:1937** |
| | | **SG:104** |
| **CLASS TITLE:** | **Maintenance Aide III** | **CS:N** |
| | | **FLSA:Y** |
| **DEPARTMENT:** | **Parks and Recreation** | **EEO4CODE:SM** |
| | | **SEASONAL** |

## JOB SUMMARY:

This position is responsible for the seasonal crew of two to three people who work in the ballfield and related facilities maintenance program. This lead position is responsible for transporting the crew to job sites, as well as giving on-site instruction. May work independently or directly with the crew.

## SUPERVISORY RELATIONSHIP:

This position works primarily in the athletic fields and facilities program under the supervision of the Park Specialist - Athletic Fields/Facilities and the Park Technician - Athletic Fields/Facilities. Oversees the work of MA II Athletic Fields/Facilities and any assigned personnel.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs lead person role when working with assigned personnel. Is responsible to ensure that they work safely and efficiently.

2. Performs daily field preparation for field activities, litter cleanup, restroom cleanup, stadium cleaning, transporting of equipment, as well as minor maintenance and repair of the fields, buildings, and equipment.

3. Operates equipment including chalk liners, line painters, drags, small tractors, pickup trucks, trailers, blowers, mowers, riding mowers, line trimmers, field sweepers, pressure washers and a variety of hand tools and hand power tools.

4. Sets up P.A. system and any other special requirements for events. Performs attendant duties for events at the Civic Field Complex.

5. Answers inquiries when supervisor is unavailable and informs the public of facilities use, schedules, regulations. Enforces these regulations. When needed, may request Police Department assistance for problems that cannot otherwise be resolved.

6. Performs other grounds and facilities care duties as assigned.

## PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Willingness to adhere to Civic Field Guidelines and performance standards.
- Willingness to work a flexible schedule which may include evenings (late evenings), weekends, early mornings, and overtime as necessary.

- Ability to perform routine and repetitive activities such as field preps, sanitation duties, and extended equipment operation such as backpack blower operation.
- Excellent interpersonal skills for interaction with City staff, department staff, and the public.
- Ability to follow oral and written instructions.
- Ability to meet the physical demands of the job, including the ability to lift 50 lbs. on an occasional basis, bending, stooping, and crawling.
- Ability to plan and execute assigned work without direct supervision.
- Ability to work outdoors in all types of weather.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

## WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- Previous experience in athletic field preparation required.
- Previous lead experience desired.
- Valid Washington State Driver's License and satisfactory driving record. Must submit a three-year driving abstract prior to hire.
- 18 yr. of age.

**PREPARED BY:** J. Luce
M. Gillis

**REVIEWED BY:** _____
Marvin Harris
Parks Operations Manager

**REVISED BY:** L. Hill
S. Nordeen
12/01

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Paul Leuthold, Director
Parks and Recreation