CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Park Technician – Athletic Fields/Facilities**	**UNION:1937**
		SG:110
CLASS TITLE:	**Park Technician - Grounds**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation, Recreation Division**	**EEO4CODE:SC**

JOB SUMMARY:

Performs a variety of skilled technical duties associated with the operation and maintenance of athletic fields and facilities, athletic field preparation, and general maintenance of Civic Field complex. Additional responsibilities include significant interaction with the general public, athletic directors, coaches, players, and event organizers. Leads assigned work crews.

SUPERVISORY RELATIONSHIP:

Reports to the Park Specialist - Athletic Fields/Facilities, but performs daily tasks independently under applicable Department rules and regulations. As assigned, leads work crews made up of seasonal employees, summer youth program personnel, and/or community service participants.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs as lead position of Civic Field Complex work crew. Directs the work activities of lower classified staff assigned to field, turf, and facilities maintenance; sanitation and event coordination duties. Assists department Supervisors and Specialists to ensure sufficient staff coverage of events and daily duties. Makes appropriate changes to the daily schedule of activities as needed. May assist in hiring of seasonal and extra labor employees. As assigned, provides training and feedback on performance of seasonal personnel to Specialist.

2. Prepares layout or set-up of athletic fields according to specifications of scheduled events, including football, baseball, softball, soccer, track, etc.

3. Prepares athletic facilities for scheduled activities. Assists with accurately maintaining reservation records.

4. Operates a variety of tractors and specialized attachments used for technical work in the areas of turf care, mowing, irrigation, aeration, horticulture, and preparation of ballfields. Also operates power and hand mowers, line trimmers, blowers, edgers, and automotive equipment to maintain athletic fields and surrounding areas.

5. Operates public address, heating and lighting systems and other athletic areas as assigned. Accommodates special requests such as use of public address system, electricity to a designated site, setting-up platforms, chairs, tables, etc. Troubleshoots problems and, as necessary, notifies supervisor of needed major repairs.

6. Applies pesticides in accordance with City, State, and federal regulations.

7. Implements regularly scheduled maintenance activities on Joe Martin stadium such as mowing, seeding, aeration, top dressing, fertilization, debris removal, pitcher's mound building, and infield profiling. Also participates in planning and implementing field renovations, combination planning, and field design.

8. Responds to public inquiries concerning information about scheduled events. Refers requests to schedule activities or events to the Recreation staff.

9. Answers inquiries and informs the public of park regulations. Enforces park regulations to ensure the enjoyment of park users and the protection of public property. Requests law enforcement assistance to resolve problems as needed.

10. Operates manual and automatic irrigation systems as required. Assists in maintenance and repair of irrigation and drainage systems. Reports serious problems to supervisor.

11. Determines field conditions (i.e. playability of the field) prior to a rain-out report.

12. Inspects grounds, facilities, and buildings on a daily basis, looking for safety concerns and maintenance needs. Completes damage report and notifies supervisor of needed repairs. As time allows, assists with minor repair to buildings, structures, and equipment involving basic building trade skills.

13. Works with department leadership to establish work standards and goals for Athletic Fields and Facilities program area.

14. Cleans buildings including restrooms, structures, and all surface areas on a daily basis. Replenishes restroom supplies as needed.

ADDITIONAL WORK PERFORMED:

1. Performs other duties within the scope of this classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of turf care and willingness to obtain knowledge of special athletic field needs for various sports.
- Skills and knowledge of irrigation and drainage systems operation, care, repairs, and installation.
- Skills in planning and assigning the work activity of assigned crews involved in fields, facilities, and turf care activities.
- Supervisory skills including leadership, problem-solving, interpersonal sensitivity, adaptability/flexibility and time management.
- Strong oral communications skills, good judgement, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees, and personnel from local agencies.
- Ability to approach, diffuse, and resolve confrontational situations.
- Ability to follow established rules and regulations and operate a variety of equipment in a safe manner.
- Ability and willingness to follow directions and to perform assigned work independently with minimal supervision.

- Ability to perform routine, repetitive activities such as preparation of athletic and sanitation duties as scheduled.
- Ability to perform minor maintenance to buildings and irrigation, plumbing, electrical, etc. systems.
- Ability and willingness to work a flexible schedule including evenings, weekends, and occasional overtime.
- Ability to work outdoors in all types of weather conditions.
- Willingness to pursue on-going training to improve knowledge and skills in athletic fields/facilities operations and maintenance.
- Willingness to adhere to provisions of the team agreements for the Operations Division.
- Physical abilities to perform assigned work:
  - Adequate hearing, correctable vision and manual dexterity to operate power equipment safely.
  - Ability to perform physical work including operating mechanical equipment for extended periods of time, climbing, and working from ladders, etc.
  - Ability to regularly lift moderately heavy objects up to 50 lbs., including small equipment and supplies. Equipment and materials in excess of this weight are lifted with assistance.
- 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. The work requires an employee to follow established safety procedures in operating equipment and vehicles, handling irritant materials, performing repetitive activities, etc. Employees may be required to wear protective clothing as needed.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of experience in professional grounds care required.
- Successful completion of coursework relative to horticulture/turf/grounds care may substitute for one year of experience.
- Demonstrated experience interacting with the public explaining and enforcing rules, regulations, and policies required.
- Paid work experience performing layout and preparation of athletic fields for a variety of sports preferred.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's License and good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to secure and maintain a Washington State Pesticide License.
- Ability to secure and maintain a valid First Aid and CPR certification.

PREPARED BY: L. Hill
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REVIEWED BY: _____
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COMMISSION ALLOCATION: _____