CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Park Worker - Athletic Fields/Facilities**	**UNION:1937**
		SG:107
CLASS TITLE:	**Park Worker**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4CODE:SM**

JOB SUMMARY:

This is an entry-level parks maintenance position that performs skilled duties associated with the operation and maintenance of athletic fields and facilities, athletic field preparation and general maintenance of Civic Field complex and other City and School District facilities. Additional responsibilities include significant interaction with the general public, athletic directors, coaches, players and event organizers.

SUPERVISORY RELATIONSHIP:

This position works primarily in the athletic fields and facilities program under the supervision of the Recreation Manager – Sports and Enrichment and receives direction from the Park Specialist - Athletic Fields/Facilities. May be assigned to work independently or as part of a crew. Acts as lead worker and directs work of seasonal staff, volunteers or federally funded employees as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs as lead position of assigned seasonal staff. Provides training for each work activity area, and provides feedback to Park Specialist regarding performance of assigned seasonal staff. Is responsible to ensure that work is performed safely and efficiently.

2. Performs daily field preparation for field activities, litter cleanup, restroom cleanup, stadium cleaning and transporting of equipment. Does regular cleaning and minor maintenance of equipment.

3. Operates equipment including chalk liners, line painters, drags, blowers, mowers, riding mowers, line trimmers, field sweepers, pressure washers and a variety of hand tools and hand power tools. Operates automotive equipment such as pickup trucks with trailer attachments, small dump trucks to haul dirt, gravel, etc and as needed, small tractors with 3 point attachments (Category 1 & 2) and small backhoes.

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

5. Sets up P.A. system and any other special requirements for events. May assist with heating and lighting systems. Performs attendant duties for events at the Civic Field Complex.

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

7. 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. Responds to public inquiries concerning information about scheduled events. Requests law enforcement assistance to resolve problems as needed.

8. Determines field conditions (i.e. playability of the field) prior to a rain-out report in the absence of the Park Specialist.

9. 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.

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

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Knowledge of turf care for various sports.
- Knowledge of special athletic field needs, including field layout, set-up and maintenance.
- Knowledge of basic facility and equipment maintenance.

Skill in:
- Excellent interpersonal skills for interaction with City staff, department staff and the public.
- Skills and knowledge of irrigation and drainage systems operation, care, repairs and installation.

Ability to:
- Ability and 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 preparation, sanitation duties and extended equipment operation such as backpack blower operation.
- Ability to follow oral and written instructions.
- Ability to plan and execute assigned work without direct supervision.
- Ability to follow established rules and regulations and operate a variety of equipment in a safe manner.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to maintain consistent and punctual attendance.
- Ability to work outdoors in all types of weather conditions.
- Physical abilities to perform assigned work, including:
  - 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.

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 are required to wear personal protective equipment as needed.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum one year paid grounds maintenance experience required.
- Previous training and education in athletic fields/facilities preferred.
- Knowledge of athletic field equipment operation preferred.
- Skills and experience in the digging operation of a small backhoe preferred.
- At least 18 years old by time of hire.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State Driver's License by time of hire. Good driving record. A three-year driving abstract must be submitted prior to hire, with periodic submission of driving abstract per City policy.
- Ability to secure and maintain a Washington State Pesticide Application License within one year of hire.
- Ability to secure and maintain valid First Aid and CPR certifications within one year of hire.
- Some positions within this classification may require the ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.

PREPARED BY: K. Luxtrum
G. Hatch
11/11

REVIEWED BY: _____
James King
Parks and Recreation Director