

Starting Pay Range: DOQ

Date: March 7, 2018

POSITION DESCRIPTION CITY OF CHAPMAN

POSITION TITLE: Softball/Baseball Maintenance Employee
POSITION REPORTS TO: Director of Parks and Recreation
PURPOSE OF THE POSITION: To ensure the quality of the fields during games and practices

JOB FUNCTIONS

Essential Functions

Ensure the quality of fields in a variety of ways before each game.

1. Basic janitorial and landscaping tasks, in addition to setting bases, painting lines and batter boxes.
2. Be alert and attentive to your duties at all times.
3. Be helpful and courteous to the public at all times.
4. Attempt to correct all infractions quickly and firmly.
5. Refer to the Recreational Director if anyone who should be ejected. The Director and Umpires are the only ones qualified to eject someone from the premises.
7. Be on time and wear appropriate apparel while on duty. This includes close toed shoes and appropriate apparel.
8. Maintain a proper attitude while on duty. Do not lounge in the bleachers.
9. Remain at your post until all duties have been fulfilled
11. Report to the Recreational Director at the beginning of each break for instruction.
12. Report any accidents to the Recreational Director.
13. Report any damage or equipment in need of repair to the Recreational Director.
14. Refer to the Director for any suggestions, grievances or questions.
15. Comply immediately with any suggestion from the Director.
16. Take breaks only in prescribed areas.
17. Be familiar with all field policies and procedures.
18. Enforce safety rules.

Other Functions

1. Perform other tasks as assigned by the Park and Recreational Director.

JOB QUALIFICATIONS

- Ability to maintain cooperative working relationships with fellow employees, city officials and general public.
- Work involves walking, lifting, pulling, pushing, climbing, stooping, kneeling, crouching, dexterity, agility, alertness, seeing, hearing, talking and swimming.
- First Aid and CPR certification.
- Fulltime regular attendance required.
- Minimum of 3.0 GPA required.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

- Past employment involving maintenance or outdoor labor preferred, but not required.

EQUIPMENT USED

Rope	Hand Tools
Chalk	Paint
Blower	ATV-like vehicle

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Moderate level of stress.
- Ability to stand for extended periods of time.
- Work involves walking, lifting, pulling, pushing, climbing, stooping, kneeling, crouching, dexterity, agility, alertness, seeing, hearing, and talking.
- Occasionally lift 100 lbs.
- Ability to shift focus, close and distance vision and peripheral vision.

ENVIRONMENTAL DEMANDS

The environmental demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Exposure to extreme heat.
- Exposure to water.
- Exposure to hazardous materials.
- Exposure to light industrial noise.
- Exposure to noxious odors.
- Humidity exposure.

NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.