



## JOB DESCRIPTION

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**PARKS AND RECREATION**  
**FIELD MANAGER**  
**PART-TIME (YEAR ROUND)**

**Department: PARKS AND RECREATION**

**FLSA Status: Non-exempt**

**Hourly Rate - \$13.00**

### **DEFINITION**

Under the direct supervision of the Recreation Director. Perform tasks and duties in relation to field maintenance at the Field of Dreams. These tasks include turf management, playing surface preparation, and game day preparation.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Responsible for playing surface conditions. This includes dragging of clay, restoring batter's box and pitching areas to a level surface, and adding material to ensure a proper surface for play.
2. Responsible for lining fields for play on game days and assisting in painting fields as needed.
3. Works as a team member and conduct oneself at all times in a manner of professionalism that aligns with the values, philosophies, and standards of the facility. This includes wearing facility approved attire and nametag.
4. Provide assistance with arrangement of equipment, supplies, and communicating with supervisors regarding events and playing conditions.
5. Demonstrate proper methods of equipment storage and cleaning to safeguard facilities and equipment. Keep work area neat at all times.

### **QUALIFICATIONS/GUIDELINES**

#### **Knowledge, Skills and Abilities**

Ability to effectively communicate with the general public and co-workers. Ability to establish and maintain relationships with co-workers and supervisor, and the general public. Demonstrate basic knowledge of the English language and be able to read and understand both written and oral communication.



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### **Education and/or Experience**

High School diploma or general education degree (GED) preferred.

### **SPECIAL REQUIREMENTS**

Must have a flexible schedule, ability to work morning, evening and weekend shifts. Applicants are strongly recommended to be in good physical condition.

### **ESSENTIAL ELEMENTS**

#### **Physical Demands**

Ability to lift, push and pull large equipment while on duty. The activity position may require carrying, moving, hauling, loading, etc. of equipment weighing in excess of 25 pounds.

#### **Work Environment**

Considerable work with public and staff; verbal, face-to-face and telephone contact.

**\*Other work and or responsibilities may be assigned as the Recreation Director sees fit\***

Dated 08/2017