

CITY OF CHARLEVOIX

Title: Softball/Baseball Field Operator

FLSA: Non-exempt
STATUS: Seasonal Summer

Department: Recreation

Reports To: Recreation Director

Date: March 7, 2017

Position Purpose and Objectives

Responsible for preparing and maintaining the City of Charlevoix softball and baseball fields. In addition, evening supervision of t-ball games may be included.

Scope and Environment

Works with little supervision. Work schedule is based on weather (no pay for rain days) and varies throughout the summer season. Work is performed outdoors at the City ball fields on Carpenter Street while exposed to dampness, fumes, odors, dust, dirt, rain, heat, chemicals, machinery with moving parts, and loud noises. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is loud when operating equipment.

Essential Job Functions

- Perform spring and fall clean up of the parks and turf.
- Perform general field maintenance including mowing, field lining, and equipment set up.
- Pick up and dispose of garbage.
- Paint handrails, light poles, etc.
- Maintain daily logs.
- Supervise t-ball games.

Knowledge, Skills and Abilities Required

- Valid driver's license.
- 17 years old or older.
- Ability to work with little supervision.
- Ability to operate light duty equipment, i.e. mowers, blowers, weed whips, etc., safely.
- Ability to work outside in all conditions.
- Positive attitude.
- Flexibility regarding work hours.
- Able to communicate effectively with general public.
- Ability to project a positive public image of the City of Charlevoix.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: March 7, 2017