

BETHEL RECREATION ASSOCIATION
FIELD & GROUND SUPERVISOR DUTIES & RESPONSIBILITIES

1. *Suggest personnel to be hired for the ground crew:*
 - a. *Supervise individuals on the ground crew*
 - b. *Train ground crew personnel*
 - c. *Make sure grounds crew personnel are using authorized equipment*
2. *Prepare fields for practice at beginning of season.*
3. *Prepare order of needed material & supplies.*
4. *Hand in time sheets and mileage sheets of grounds crew personnel including your own.*
 - a. *Check each time sheet for accuracy (for hours worked)*
 - b. *Make sure crew member signs time sheet and Supervisor signs time sheet*
 - c. *Turn time sheets and mileage sheets into the Bethel Rec. office by the beginning of each month*
5. *Assign someone on the ground crew to pick up trash as needed at all locations.*
6. *Make sure no one under 18 years old is operating machinery that requires adult operation.*
7. *Organize the supply shed for ground crew equipment.*
8. *Give an inventory at end of each season of supplies.*
9. *Give inventory of keys issued to ground crew personnel to Bethel Rec. office staff.*
 - a. *Make sure to collect all keys at the end of the season and return to the Bethel Rec. office*
10. *Give a list of ground crew assignments to the Bethel Rec. office staff:*
 - a. *List of ground crew members assigned to which fields, locations, and days*
11. *Inspect on a regular basis completed field preparation (create a plan for solving nightly conflicts):*
 - a. *No bases at field(s)*
 - b. *Preparation has not been completed*
12. *Have a list of assignments for equipment pick-up on the closing day of baseball to Bethel Rec. office staff.*
13. *Provide a list of phone numbers (cell phone numbers) for those employed.*
14. *Provide weekly schedule of ground crew assignments*
15. *Help Bethel Rec. director prepare a budget for expenses for the upcoming year. Include:*
 - a. *Wages for ground maintenance personnel (including yours)*
 - b. *Expenses for materials & travel*
 - c. *Expenses for rental equipment*
16. *Assign work detail on a weekly basis for ground maintenance employees. Provide schedule to Bethel Rec. staff.*
17. *Provide update on maintenance needs on tracker & trailer.*

