



Bethel Recreation Association

Position:	Field Maintenance Supervisor	Status:	Part-time, Seasonal
Salary:	\$20.00 per hour	Start Date:	TBD
Hours:	10-25 Hours per week <i>*Hours will vary for each season and will require occasional weeknights and weekends.</i>		

Field Maintenance Supervisor Job Description

The Field Maintenance Supervisor position is a seasonal part-time position working from September to June. The position will be responsible for preparing and maintaining fields during sports programs for Bethel Recreation. This position is also responsible for supervision of a small field maintenance crew. As a Field Maintenance Supervisor for the Bethel Recreation Association this position will be responsible for all related tasks needed to run a successful program and provide a safe environment for all. The Field Maintenance Supervisor is a role model and should display honesty, integrity and leadership. This position reports to the Bethel Recreation Director. Typical week may include working between the hours of 12pm-5pm on weeknights and 7am-10am on Saturdays, must be flexible to work nights and on Saturdays as needed. 10-25 hours per week or more during our baseball season. Hours will vary during each sport season with very limited hours during the winter months of November – January.

Requirements:

- Bethel School District employees preferred but not required
- Must be 18 years or older and out of high school
- Must have own transportation.
- Must have a valid driver's license with good driving record.
- Must be fingerprinted and pass a national background check
- Must pass Free trainings on Sudden Cardiac Arrest, and Concussion in youth Sports

Required Knowledge, Skills and Abilities

- Strong, oral and written communications skills.
- Ability to analyze situations effectively and adopt an accurate course of action.
- Ability to organize a variety of activities.
- Ability to establish rapport and ongoing cooperative working relationships with BR staff, BSD school staff and participants.
- Ability to work effectively with minimal direction and under pressure.
- Ability to demonstrate reasonable, reliable and regular attendance.
- Basic knowledge of field sports, gardening, and ground maintenance.
- Knowledge of standard hand tools, operation of light equipment, and materials used in assigned work.
- Experience in operating equipment and tools, tractors, riding mowers, drag and line attachments, etc.
- Knowledge of safety regulations, occupational hazards and related safety precautions in the workplace.
- Knowledge of athletic field dimensions and equipment.
- Ability to maintain records of work activities, use a computer and email.
- Ability to understand and follow oral and written instructions and to give clear oral instructions.
- Skill in providing high quality customer service.

Preferred/Desired Qualifications

- Experience in athletics field maintenance desired.
- Basic knowledge of sports (football, soccer, baseball).
- Demonstrated ability operating and repairing tools and equipment.
- Strong interpersonal skills.
- Ability to be flexible, adaptable and resourceful.

Duties & Responsibilities

- Coordinate and communicate with Bethel Rec. staff.
- Make recommendations for maintaining and replenishing supplies and equipment.
- Responsible for ensuring facilities and fields used are maintained and in great condition upon use.
- Maintain athletic fields (field lining/painting, dragging, field maintenance, weed control, set-up, etc.)
- Report all maintenance issues and concerns identified while performing daily duties to Director.
- Ensure lawns are manicured appropriately and regularly treat weeds for weed control, rake fields, apply dirt and perform other lawn care services as necessary.
- Gives guidance and assistance in the execution of assignments and responsibilities; trains and instructs employees on an individual basis concerning areas of assigned work; trains new staff.
- Makes small repairs to equipment such as mowers, tractors, and trimmers; changes blades and oil; replenishes fluids in equipment.
- Keep a mileage log and submit it to the Bethel Recreation office at the end of each month.
- Keep record of time when worked and submit it to the Bethel Recreation office at the end of each month.
- Program hours will vary: daily, night and occasional weekends will be required.

Working Conditions

Work is performed inside and outside. Noise level is usually high to moderate, primarily due to loud equipment. Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Often required to walk short distances. Must be able to lift a minimum of 30 pounds.

Physical Demands

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with assistance and/or with the use of proper equipment.

Environmental Elements

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to be on-call and to work various shifts or emergencies on evenings and weekends.

This job description is not an employment agreement or contract. Bethel Recreation Association has the exclusive right to alter this job description at any time without notice. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

The applicant recommended for this position will be required to undergo a national background check and fingerprinting.

Board policy prohibits smoking or any other use of tobacco products (including Vapes) on school district property, to include all district buildings, grounds and district-owned vehicles.