



Ball Field Maintenance Worker Job Description

Purpose:

Prepares and maintains fields, buildings and grounds to ensure optimal playing conditions for all games held at Wings Park and Oelwein Veterans Sports Complex as well as the entire outlying areas of the facility.

Position Supervisor:

Works under direct supervision of the Parks Superintendent.

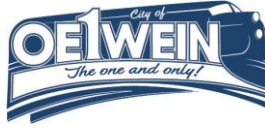
Essential Duties:

The following duties are intended to be illustrative only and are not intended to be all-inclusive.

- ❖ Responsible for getting preapproval for all purchases from the Parks Superintendent and informing the Parks Superintendent of any inventory that is getting low.
- ❖ Responsible for informing the Parks Superintendent, in a timely matter, of any equipment failures or problems.
- ❖ Responsible for upkeep of the ball field complex by dragging the infield, filling in and raking the pitching mound and home plate area, setting bases, chalking the fields according to specific dimensions, pulling and trimming weeds along the fences, pulling/spraying all weeds and picking up trash throughout entire ball field complex, particularly in the commons area and parking lots.
- ❖ Responsible for maintaining the restrooms at the ball field. This includes, but not limited to, emptying trash, sweeping, cleaning sinks and toilets, restocking bathroom supplies.
- ❖ Responsible for cooperation with the parks department staff in sharing equipment and resources.
- ❖ Responsible for coordination with the Parks Superintendent in ensuring the fields are ready for all scheduled practices, games, and other special events taking place at the ball field complex.
- ❖ Responsible reporting in to the Parks Superintendent when you are on duty.
- ❖ Responsible for opening and closing ball field before and after practices and games, making sure lights are turned on/off and all buildings/facilities are locked/unlocked.

Desired minimum qualifications:

- ❖ Must be 16 years of age or older.
- ❖ Must possess a valid driver's license.
- ❖ Must be able to work flexible hours.
- ❖ Must be self-motivated.



Necessary knowledge, skills, and abilities:

- ❖ General baseball and softball rules

Ability to:

- ❖ Communicate and interact effectively with players, coaches, officials, Parks Superintendent and Recreation Coordinator.
- ❖ Perform duties in an unsupervised setting and use sound judgment in performing maintenance activities. Must be self-motivated.
- ❖ Operate trimming and mowing equipment such as a string trimmer, leaf blower and riding lawn mower.
- ❖ Perform physical duties of the job such as lifting and carrying trashcans between 50-100 lbs. ☐ Understand and follow oral and written instructions.
- ❖ Perform other duties as requested or required.

DISCLAIMER

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts the City of Oelwein ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the City and any City employee. No employee should consider these guidelines as a contract. The City of Oelwein does not guarantee any specific term or length of employment. All employees of the City are "at will employees".

I have read the above job description for the City of Oelwein Ball Field Maintenance Worker position.

_____ Employee/Applicant

Date

_____ Supervisor

Date