

**COFFEYVILLE RECREATION COMMISSION
FIELD MAINTENANCE ASSISTANT**

Classification: Non-exempt
Range: \$9-\$16.82/ Hourly
Single Health Care and Dental Provided
KPERs

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of park and recreation buildings, grounds, open spaces and parks.

SUPERVISION RECEIVED

Works under the immediate supervision of the Field Maintenance Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mows and maintains park and open space areas such as baseball and soccer fields; mows weeds; assists with irrigation systems.

Setup game and practice fields and other type's facilities for special events.

Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.

Assists with interior building maintenance such as painting, carpentry, and other unskilled and semi-skilled trades work.

Assists with routine maintenance and preventive care of machinery and equipment to include mowers, spreaders, trimmers, various hand tools, etc.

Assists with the Carrying out of the seeding, fertilizing, herbicides/pesticides, top dressing, soil conditioning, irrigation, and other related tasks on the Commissions athletic fields.

Helps to maintain turf products, supplies and equipment.

Performs custodial work such as required and assigned, including: changing light bulbs and fluorescent tubes; sweep floors; buff non-carpeted areas; dump garbage; clean and sanitize restrooms and replenish supplies; sweep; clean spills; clean drinking fountains, mirrors, walls, fixtures, light fixtures, etc.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Opens and closes, locks and unlocks facilities as needed.

Assists in setting up and taking down equipment for various recreation programs, prepares facilities for recreation program use.

Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis and basketball.

Operates tractors, mowers, trucks, and other listed equipment as needed.

Keeps records of work completed.

Other duties may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent.

(B) Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of equipment, materials and supplies used in building and grounds maintenance; Some knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.

(B) Skill in operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

(E) Performs work in accordance with sound safety procedures including the usage of Safety Equipment (eye wear, ear plugs, etc).

SPECIAL REQUIREMENTS

(A) Valid state driver's license.

TOOLS AND EQUIPMENT USED (The following list is not exclusive; it is only representative of the types of equipment used.).

Pickup truck; lawn and landscaping equipment, including tractors, mowers, aerator,

chainsaw, edger's, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing and electrical, janitorial equipment including floor buffers, vacuums, mops, brooms, and dusting equipment.

Must reside within twenty (20) minutes of the Coffeyville City Limits, within 6 months of their hire date. Failure to do so could lead to termination by the Recreation Commission. All CRC Vehicles must stay within USD #445 Boundaries.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move heavy objects. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The CRC is an EOE.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision: