

CODE: 2404
FLSA: N
GRADE: 7

CITY OF FOLEY
JOB DESCRIPTION, JUNE 2015

JOB TITLE: FIELD MAINTENANCE WORKER I
RECREATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, is responsible for the administration and maintenance of the Foley Sportsplex grounds and fields to include planters, sports turf fields and surrounding landscape. Has thorough knowledge of the principles of grounds and athletic turf maintenance. Has knowledge of irrigation design and repair. Has knowledge of landscape design, chemicals and techniques used in turf, plant disease and pest control. Reports to the Recreation Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Works with Park maintenance workers to maintain Parks grounds and athletic turf..

Coordinates the planning and care of all trees on public property at the Foley Sports Complex and Cedar park.

Determines required supplies for new projects to include irrigation systems and maintenance needs and recommends to Supervisor.

Maintains records required by the EPA and ADEM regarding pesticide usage.

Maintains records on fertilizer usage, soil amendments and a variety of bedding plants used.

Coordinates equipment maintenance and repairs to ensure that the equipment is available for planned projects.

Ensures correct use of fertilizers, insecticides, herbicides, soil supplements, etc.

Orders and coordinates delivery of fertilizers, chemicals and equipment with project schedules.

Operates in as safe a manner as possible and is alert to any conditions that might lead to accidents to the public or staff .Maintains a safe environment for staff and public.

Maintains park and ball fields while displaying the ability to spray round-up irrigate plants, pull weeds, repair playground equipment and prepare ball fields for sporting events in a safe and timely and quality manner where there are no accidents due to negligence, delays or interruptions in sporting and/or other types of activities/events due to readiness of the parks and/or ball fields. Ensures that no valid complaints come from the public.

Coordinates and performs maintenance of all fields, common areas and hardscapes which includes fertilization, irrigation, pesticide applications, mowing and stripping according to weather, usage schedules and seasonal concerns.

FIELD MAINTENANCE WORKER I

Schedules maintenance of equipment which includes changing fluids on tractors and mowers. Sets cutting levels of mowers. Maintains aerifiers, sprayers, paint machines and other equipment. Operates all machinery including mowers, top dresser, aerifier, forklift, tractors, etc.

Coordinates facility set-up and field preparation for event use.

Trains personnel in correct and safe operating procedures. Orders supplies for the Complex which includes fuels, fertilizers, pesticides, cleaning supplies, top soils, turf in fills and equipment purchases.

Receives and/or reviews information such as rule book, new product information, MSDS sheets, trends, best products and upcoming event schedules.

Prepares and generates information such as maintenance programs for fields, turf maintenance program, chemical requirements, equipment requirements, quotes and prices.

Refers to vendor reports, conference education, magazines and the internet.

Utilizes a variety of computer software to include web browser.

Interacts and communicates with a wide variety of groups and individuals to include Supervisor, co-workers, other City departments, vendors and tournament organizers.

Utilizes and/or operates a variety of equipment and/or machinery to include various mowers, field drag, sprayer and a Ford F-150.

Utilizes a variety of tools and/or sets of tools such as field rakes, impact drills, sockets and wrenches, skill saw and a reciprocating saw.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Requires a High School diploma with a minimum of nine to twelve months of experience in a job related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have a driver's license

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of landscaping equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, stoop, pull, reach, climb, crawl or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift/carry weights of forty to sixty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

FIELD MAINTENANCE WORKER I

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to perform arithmetic such as circumference, angles, pairs of angles, properties, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to make coordinated movements with hands, arms, legs and feet, e.g. ride mowing, steering, seeding, spreading, weed eating, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to match specific shades, pitch, shapes, flavors, e.g., landscaping etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.