

FIELD MAINTENANCE SPECIALIST

GENERAL STATEMENT OF DUTIES

The employee will perform a wide range of tasks within the Parks/Cemetery Division of the Public Works Department with a particular emphasis on the development and maintenance of the Hamilton St. Recreation Complex site. The employee will perform similar maintenance and improvements within the balance of the Municipal Park System and the City=s General Plant.

SUPERVISION RECEIVED

The employee works under the supervision of the Parks/Cemetery Crew Chief.

SUPERVISION EXERCISED

The employee may supervise temporary full-time or temporary part-time employees. The employee may co-ordinate the work of Service Maintenance Workers, volunteers from the baseball, softball and soccer federations and Contractors/Sub-Contractors.

JOB DUTIES

- Operates a variety of landscape maintenance equipment, including backhoe/front-end loader, dump truck, tractor, tiller, mowers, field preparation equipment and a variety of power and hand-tools including chain saws, weed trimmers, carpentry and mechanical tools in the maintenance and improvement of the Municipal Parks.
- Improves and maintains the playing fields at the Hamilton St. Recreation Complex and other playing fields within the Municipal Park system. This shall include the development and implementation of turf maintenance system(s) as well as ongoing development and maintenance of infields for baseball/softball fields.
- Field lay-out (i.e. installation and location of bases and pitching mounds, foul lines, goals, etc.) as required to facilitate the use of the playing fields.
- Improves and maintains the general plant at all Municipal Parks. This may include the construction, renovation and repair of infrastructure and improvements within the Municipal Parks including but not limited to buildings, parking areas, play equipment, picnic area, fences, signs, etc.
- Installs and maintains trees, shrubs, flowers and other natural landscape features
- Assists the City Administration, including the Recreation Co-ordinator, the Parks Crew Chief, and the Public Works Director in the co-ordination of the use of Municipal Parks and playing fields.

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- Complies with all safety procedures, work rules/regulations, and directives established to prevent injury and/or reduce hazards to all employees, municipal property and the public.
- Consults with the Parks Crew Chief to make recommendations to the Public Works Director on the purchase of necessary materials and equipment for the maintenance and improvement of the Municipal Parks.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High School diploma or equivalent. Ability to follow written and verbal instructions. Must be able to work with minimal supervision. Demonstrated knowledge of field maintenance required. Demonstrated proficiency in the operation of heavy equipment required.

UNUSUAL OR SPECIAL WORKING CONDITIONS

Required to work in all weather conditions. May be required to work in conjunction with approved schedule(s) for playing fields. May be required to attend occasional evening meetings.

LICENSES AND CERTIFICATES REQUIRED

Valid Ohio Class B Commercial Driver's License with Air Brakes and Tanker Endorsement.

Paygrade: IBEW Contract
F.L.S.A. Rating: Non-Exempt

Classification: Provisional
Civil Service Rating: Classified -
Non-competitive

Approved by Civil Service Commission:
Approved by Oberlin City Council:

March 5, 2002
Ordinance 02-36