

City of Fenton Job Description
-----------------------------------

**Job Title** Recreation Associate IV- Athletic Fields Maintenance Worker  
**Department:** Public Works  
**Reports to:** Recreation Supervisor – Sports/Rentals  
**Description Date:** February 2021, March 2021, May 2021, June 2022  
**Pay Grade:** Level 4 (\$18.80/\$22.56/\$26.33)  
**Status:** Flex Employee/Non-Exempt

### Summary

During the peak seasons of use of the City's various fields and park facilities, which is approximately nine months (early spring to late fall), performs a variety of skilled and semi-skilled labor associated with making sure the City's fields stay in optimal playing condition, the facilities are clean and well-maintained, and other duties as assigned under the direction of the Recreation Supervisor – Sports/Rentals. Performs various aspects of athletic field maintenance, including turf and skinned area maintenance, and related service activities for the City of Fenton's athletic fields. Directly participates in the daily maintenance and preparation of all playing surfaces. Assists and enforces the rules, regulations, and safety of all participants. Has significant interaction with the general public, athletic directors, coaches, players, and event organizers.

**Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Perform athletic field and ground maintenance including mowing, topdressing, seeding, trimming, field painting, and turf care including applying soil conditioners, and related chemicals.
- Prepare athletic facilities for scheduled activities, events, and tournaments.
- Perform set-up and cleaning of facilities for practices, games, tournaments, and events. Performs general ground's maintenance and janitorial duties of fields, fencing, common areas, amenities, parking lots, and other areas.
- Perform infield maintenance and repair work of baseball/softball fields including, but not limited to, watering infields, repairing bases, pitching mounds, batter's boxes, and transition areas of infield and outfield.
- Maintain high traffic wear areas on athletic fields.
- Operate or drive a variety of specialized equipment utilized in projects including tractors, lawn mowers, power and hand tools.
- Work flexible hours, including evenings and weekends.
- Assists in maintaining the inventory of field supplies.
- Inspects facilities for dangerous situations, objects, and equipment needing repairs or replacement.
- Picks up trash around the fields and restrooms; and
- Determines field playability.
- Ability to work evenings and weekends.
- Other related duties as assigned.

### Supervisory Duties

No supervisory duties assigned.

## Education and Experience Required

High School Diploma or equivalent with two (2) or more years of related work experience or other equivalent combination of education and experience desired. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Must maintain a valid, current driver's license.

## Knowledge and Abilities

Knowledge of:

- Materials, methods, practices, and equipment used in athletic field maintenance;
- Operational and maintenance requirements of equipment used in athletic field maintenance; and
- Customer service philosophies and practices.

Ability to:

- Operate a variety of landscaping tools and equipment;
- Work with City Staff and groups of all ages and various backgrounds;
- Work safely without presenting a direct threat to self or others;
- Produce written documents in the English language;
- Handle situations effectively that arise before, during, and after events;
- Demonstrate professional public relations skills, effective interpersonal, and communication skills; and
- Ability to establish and maintain effective working relationships.

## Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity. May work near moving mechanical parts, in high and precarious places, around fumes or airborne particles and toxic or caustic chemicals and may be at risk for vibration and loud noise levels.

## Physical Requirements

Regularly required to stand, walk, reach and grab with hands/arms, climb or balance, and stoop, kneel, crouch, or crawl. Requires clarity of vision and three-dimensional vision. Regularly required to drive and operate mechanical equipment. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

***This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.***

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

---

**Employee Signature**

---

**Date**