



## City of Des Moines, Washington

### JOB DESCRIPTION



## PARKS ATHLETIC FIELD SUPERVISOR

Extra-Hire Part-Time

**Salary Grade:** EH 3

**Bargaining Unit:** Non-represented

**FLSA Status:** Non-exempt

**EEO Category:** Laborers & Helpers

### Nature of Work

This position provides customer service and staff assistance, facility monitoring and security, and custodial/maintenance for events at Steven J Underwood Memorial Park and Field House Park located within the city. Ensures that all facility rentals are prepped and maintained for use and is a point of contact for all facility needs for city clients. Follows established processes and procedures. This part-time, seasonal position reports to the Assistant Recreation Manager and/or Program Specialist.

Work hours vary based upon program and event schedules.

### Essential Functions

- Oversees public use of program facilities, including all school grounds and public parks to secure and minimize vandalism and ensure that facilities are safe and ready for use.
- Cleans, drags, rakes, chalks, and sets bases for baseball/softball field setup.
- Direct and/or assist facility users/staff with facility set-up while continually monitoring equipment use, secure any lost and found items left at the close of the program.
- Maintain cleanliness of building/field before and after programs with continuous cleaning of public areas as required. Pick up trash in all bathrooms and garbage.
- Provide appropriate assistance in case of injury or incident, provide basic first aid where necessary.
- Accurately completes all City/Department forms for supervisory review and action, secure safety hazards and notify Assistant Recreation Manager and/or Program Specialist of needed correction.
  - Reviews and monitors COVID safety protocols and reports to Assistant Recreation manager if they observe non-compliance from renters at any park facility.
  - Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner.
  - Maintains staff and patron safety and order at the assigned facilities.
  - Explains and interprets operational and programmatic rules and regulations to park patrons, enforces or refers enforcement to proper authorities.
  - Ensures general safety, cleanliness, and appearance of assigned facility amenities, when able to do so without distraction from assigned responsibilities including light maintenance duties such as cleaning, vacuuming and mopping.
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  - Ensures department services are provided with exceptional customer service and highest ethical standards.
  - Maintains a professional image and positive attitude at all times in representing the City to the public.
  - Maintains an understanding of department programs and services.
  - Understands, adheres to, and enforces departmental and program procedures, confidentiality guidelines, emergency procedures and health and safety standards for all participants and staff.
  - Attends meetings/training as required.

- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the work load.

**Necessary Knowledge, Skills, and Abilities**

- Knowledge of recreation program activity planning.
- Knowledge of group game/sports rules.
- Knowledge of developmental abilities and activities for children and teens.
- Ability to deal tactfully and effectively with children and adults when enforcing rules and regulations in a recreation setting.
- Ability to recognize and correct safety hazards.
- Ability to effectively plan, schedule and supervise programs and participants.
- Ability to communicate effectively both orally and in writing.
- Ability to interact and play with program participants through games and athletic activities.
- Must be able to lift, arrange and move up to 50 pounds
- Must be able to read, interpret, direct, and follow rules, regulations, policies, and procedures.
- Ability to handle multiple tasks in high paced environment.
- Ability to deal with participants and parents with poise and tact in sometimes stressful situations.

**Education and Experience Requirements**

- Must be 18 years of age or older
- High school graduate or GED
- Experience working with public facilities preferred
- Experience with park field maintenance preferred or an equivalent combination of education and experience.

**Special Requirements**

- Must obtain First Aid/CPR Card prior to employment, and maintain throughout employment.
- Must be fully vaccinated against COVID-19 per Proclamation 21-14.1 prior to hire.
- Employment contingent upon passing a criminal history background check.
- Responsible for own transportation to and from various jobsites.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.
- Successful completion of a pre-employment background and criminal history check.

**Working Conditions and Physical Abilities**

- Indoor and outdoor work environments. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Occasional travel to off-site

locations is required. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of field maintenance machinery. The position also requires the ability to speak and hear to exchange information, sit for extended periods of time, bend and stretch to retrieve and maintain files and program supplies, and lift up to 50 pounds.

**Extra-Hire Employment**

- The City defines an “extra-hire employee” as one who is appointed to a position that is not eligible for benefits except those mandated by law or regulations, such as Social Security, workers’ compensation, and state mandated sick leave.

**Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2021.