

**POSITION DESCRIPTION
CITY OF CHAPMAN**

POSITION TITLE: Ball Field Maintenance
POSITION REPORTS TO: Director of Parks and Recreation
PURPOSE OF THE POSITION: To ensure baseball/softball fields are set-up proper for games and overall appearance of ball field

JOB FUNCTIONS

Essential Functions

Ensure the quality of fields in a variety of ways before each game.

1. This job requires the employee to work everyday of the summer. If you are not able to work every day in physically demanding environment, please reconsider before applying.
2. Shifting schedule with zero flexibility. The master game schedule will change every week of the summer, along with the weekly demands on time and energy. Would work best to live in town.
3. You must have your own individual means of transportation to get to and from the ball field.
4. Ensure all three fields are set-up appropriately for each kind of game
5. Repair fields in-between games
6. Utilize a variety of tools; hammers, saws, shovels, screw drivers, wrenches, and others
7. Must have a driver's license to operate our 'gator' (utility vehicle) to transport your tools
8. Be alert and attentive to your duties at all times.
9. Be helpful and courteous to the public at all times.
10. Attempt to correct all infractions quickly and firmly.
11. Refer to the Recreational Director if anyone who should be ejected. The Director is the only one qualified to eject someone from the premises.
12. Be on time and wear appropriate apparel while on duty. This includes close toed shoes and appropriate apparel.
13. Maintain a proper attitude while on duty.
14. Remain at your post until all games have been finished.
15. Report to the Recreational Director at the beginning of each break for instruction.
16. Report any accidents to the Recreational Director.
17. Report any damage or equipment in need of repair to the Recreational Director.
18. Refer to the Director for any suggestions, grievances or questions.
19. Comply immediately with any suggestion from the Director.
20. Be familiar with all field policies and procedures.
21. Enforce safety rules.

Other Functions

1. Perform other tasks as assigned by the Park and Recreational Director. (Bulk of work)

JOB QUALIFICATIONS

- Ability to maintain cooperative working relationships with fellow employees, city officials and general public.
- Work involves walking, lifting, pulling, pushing, climbing, stooping, kneeling, crouching, dexterity, agility, seeing, hearing, talking and a high level of alertness.
- First Aid and CPR certification is plus.
- Fulltime regular attendance required.
- Must have drivers license and your own means of transportation

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

- Past employment involving maintenance experience preferred, but not required.

EQUIPMENT USED

Hand Tools	Others (depends on requirements needed)
Limited Power Tools	
Gator (utility vehicle)	

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Moderate level of stress.
- Working for extended period of time in excessive heat
- Ability to stand and jog/run for extended periods of time.
- Work involves walking, lifting, pulling, pushing, climbing, stooping, kneeling, crouching, dexterity, agility, seeing, hearing, talking and a high level of alertness.
- Occasionally lift 75 lbs.
- Ability to shift focus, good near, far, and peripheral vision.

ENVIRONMENTAL DEMANDS

The environmental demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Exposure to extreme heat.
- Exposure to water.
- Exposure to hazardous materials & tools.
- Exposure to light industrial noise.
- Exposure to spectator noise
- Humidity exposure.

NOTE: 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.

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

Position(s) Applied For		Date of Application		
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____				
Last Name		First Name	Middle Name	
Address	Number	Street	City	
		State	Zip Code	
Telephone Number(s)		Social Security Number (voluntary)		

Best time to contact you at home is: : ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If Yes, give date Yes No

Have you ever been employed with us before? If Yes, give date Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No
 If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? _____ YES _____ NO

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES **Do not include family members or past supervisors.**

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

_____	_____
Signature of Applicant	Date

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

