

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Seasonal Sports Field Maintenance**

**POSITION CONTROL NUMBER:**    Various

**FLSA STATUS:**    N

**POSITION DESCRIPTION**

Performs skilled/manual work functions related to maintenance and operation of the Parks & Recreation Department sports facilities. Responsible for daily preparation of sports complexes for league, practice and tournament play. Assists with annual and routine maintenance of all aspects of facility operations and structure. Serves as the onsite staff for special events assigned by supervisors and evaluated on cleanliness of such facilities. Supervised by Sports Maintenance Technician and Sports Field Manager.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions are limited to working only the parks season (February to October) and may not exceed 1,100 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

**WORK PERFORMED.**

**70% General Maintenance/Field Prep.** Prepares sports fields for practice, league and tournament play. Carries out a year-round sports field maintenance program of sports fields. Establishes and maintains sports field turf, performs janitorial/custodial duties and performs a variety of tasks in the operation and maintenance of the sports division.

**20% Customer Service.** Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals.

**10% Other Duties as Assigned.**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Basic sports field preparation and cleanliness
- Equipment associated with field prep
- Basic janitorial skills
- Divisional reports and software
- Functions of the various Shawnee County Parks + Recreation divisions.
- Shawnee County Facilities and surrounding amenities
- Federal, State and County laws, resolutions, rules and regulations.

**Ability to:**

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.

## Shawnee County Position Description

### Sport Field Maintenance (Various)

- Trouble shoots maintenance problems and report to supervisor.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate sports maintenance equipment.
- Make change to facilities on short notice.

## PHYSICAL REQUIREMENTS

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting	X				Driving	X			
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing	X				Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery		X		
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment		X		
Reaching		X			Jumping			X		Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position			X	
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X	X			<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking		X	X		Slippery Surfaces	X			
Near Vision			X		Standing		X			Work Above Ground	X			
Far Vision			X		Sitting		X			Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces	X			
<b>VOICE</b>					Climbing			X		Moving Objects			X	
Talking			X		Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-50 lbs.			X						X

## EQUIPMENT USED

Maintenance tools

Printer

Photocopier

Personal Computer

Telephone

Sports field Equipment

Motorized carts

## MINIMUM QUALIFICATIONS

Sixteen (16) years of age.

If 18 years old or above, must have a valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more

**Shawnee County Position Description**  
**Sport Field Maintenance (Various)**

than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to lift fifty (50) pounds.

Will be required to work nights and weekends.

Required to pass a pre-employment physical and drug screen and review of driving record.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions are limited to working only the parks season (February to October) and may not exceed 1,100 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

---

Employee's Signature / Printed Name

---

Date

---

Administering Supervisor's Signature / Printed Name

---

Date

---

Appointing Authority's Signature / Printed Name

---

Date

Created: 9/19

Revision History: 02/21