

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FIELD MAINTENANCE SPECIALIST
DEPARTMENT: GENERAL SERVICES
REPORTS TO: PARKS SUPERVISOR

JOB CODE: 2809
DATE: 2/08

JOB SUMMARY:

Participates in the care and maintenance of the city recreational fields including skilled grounds work, operation of irrigation system, and assisting with maintenance and repair of associated equipment and facilities.

ESSENTIAL JOB FUNCTIONS:

Maintains recreation and playing fields, which includes; athletic field set up, painting boundary and game lines, drawing chalk lines, scarifying and dragging sanded areas, mowing and irrigating turf grass/lawn areas, and removes rainwater, sets up public announcement equipment; sets up and takes down recreational program equipment.

Monitors condition of turf for signs of stress from disease, insects, weeds, vandalism, drought, and heat; takes appropriate actions to correct problem, or reports information to supervisor.

Applies fertilizer to turf grass as directed.

May apply pesticides if so licensed.

Selects and installs landscape material such as trees, shrubs, flowers, and ensures their proper care.

Completes various electrical work such as installing ballasts and conduits, cleaning electric valves, and pulling wire; may perform carpentry work such as making covers for air conditioning units, racks, and wood repairs; repairs plumbing fixtures in chlorine buildings and new additions.

Performs grounds maintenance work such as mowing, trimming, weeding, irrigating fields, raking, shoveling, sweeping, and pruning trees; maintains brickwork, concrete areas, roofs, and other similar fixtures of buildings.

Assists with plowing and removing snow from roadways and walkways during winter season.
Operates motor vehicle for transportation to work site, and performs minor maintenance as required.

Serves as lead worker in planning, assigning and assisting the work activities of City crews as they relate to grounds division functions.

Operates and Maintains irrigation system.

Prepares ice rinks for use by general public in winter months by plowing, planning, removing chinking, and flooding rinks; maintains ponds at parks.

Picks up trash, glass, or other debris in roadways, parks and athletic fields.

Acts as lead worker in assigning and directing work, training on-the-job skills and providing, input to performance appraisals.

Purchases supplies as necessary, and acts as courier to pick up and deliver materials, equipment, and turf supplies.

Staff liaison between area Athletic Directors, sport team presidents, volunteer groups, and upper City management

Inspect sport fields for compliance to current safety standards and to ensure their proper use.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Turf Mowers	Sod Cutters	Spreaders	Tractors	Line Painters
Power Tools	Hand Tools	Dump Trucks	Top Dresser	Paint Routers
Scarifiers	Box Scrapper	Aerators	Slice/Seeder	Compressors
Fertilizer Spreaders		Pesticide Sprayers	Weed wackers	Chain Saws

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Three years of progressively responsible experience in turf management, and/or grounds maintenance; and, one year of experience in a supervisory capacity; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

May be required to obtain a New Hampshire Pesticides Applicator's License for Turf grass.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard practices, methods, tools, and equipment used in grounds keeping.

Rules and regulations regarding athletic field layout and markings.

NHIAA, National Federation and NCAA Rules and Regulations City Ordinances Rules & Regulations as they apply to area of assignment.

Common use and proper application of fertilizers and chemicals required for recreational field maintenance.

Operation of irrigations and sprinkler systems.

Standard supervisory practices

Skill in:

Skill in using tools and equipment related to area of assignment.

Basic Supervisory Practices.

Read, analyze and interpret technical instruction manual.

Mental and Physical Abilities to:

Use tact, discretion, initiative and independent judgment within established guidelines.

Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

Maintain effective working relationships with other departments, employees, contractors', youth league officials, athletic directors, vendors and the general public.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Give directions and obtain compliance from subordinates.

Follow both oral and written instructions.

Interpret and apply established rules, regulations, policies, and procedures.

Perform strenuous and routine work.

Deal with problems involving concrete variables in standardized situations.

Working Conditions:

While performing essential functions of this position, employee is intermittently sitting standing or stooping; standing and walking; lifting light and heavy objects; climbing ladders, using tools and equipment requiring dexterity.

Incumbent's working conditions may require exposure to loud noise, dust & dirt, machinery and equipment with moving parts, irritating chemicals; heat and cold and require the use of protective devices such as masks, goggles, gloves, etc.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.