

# CITY OF ALVA

## JOB DESCRIPTION

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**TITLE:** ARC Grounds Maintenance  
**DEPARTMENT:** Alva Recreation Complex  
**REPORTS TO:** ARC Supervisor  
**FLSA STATUS :** Non-Exempt  
**GRADE :** 6  
**SALARY:** \$26,788.12 – \$37,081.09

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### **NATURE OF WORK**

Works under the direct supervision of the Alva Recreation Supervisor. Supervises and performs in the maintenance of all recreation facilities including irrigation, mowing, structure, upkeep, and cleaning. Performs routine light and heavy maintenance and repair of equipment such as mowers, tractors, vehicles, irrigation systems, ball complex structures, and recreation buildings. Is required to work odd hours which includes evenings and weekends if requested. Supervise Bill Johnson Correctional Center inmates in a labor setting. Practices safety through adherence to equipment manufactures recommendations and observing safety rules and policies of the department and the city.

### **ESSENTIAL JOB FUNCTIONS**

1. The ARC Grounds Maintenance will work to promote positive public relations at all time for the City of Alva.
2. Assists in performing turf cultural practices as needed; mowing, aerating, verticutting, topdressing, edging, etc.
3. Maintains and/or revive damaged sports turf through repair of damaged area (remove divots, fill holes), and use of continuous over-seeding program.
4. Construct and/or repair grass surfaces through demolition of area, rototilling, addition of solid amendments, grading, and installation of plant material (seed or sod).
5. Prepare soil surfaces such as baseball/softball infield and mounds. Blend appropriate mixture of sand, clay, and other soils to provide appropriate surface in areas, such as pitcher's mound or home plate.
6. Apply pesticides to control weed, insect and fungal problems.
7. General landscaping of both athletic and recreation areas – work includes planting, weeding, cultivation, ground cover pruning, vine and shrub pruning, mulching, leaf pick-up, tree trimming, brush pick-up and chipping, mowing, edging, and blowing clippings off landscape.
8. Responsible for irrigation system maintenance and repairs; including the control boxes, circulation pipes, drain pipes, valves, and heads. Clean head and valve boxes, complete head adjustments and ensure a level surface around heads.
9. Maintain tools and equipment in clean safe manner and log all use as required. Maintain safe working conditions and follow (conform to) the health and safety policies in place.
10. Responsible for field lining and stripping of softball, baseball and soccer fields.
11. Other duties as assigned.

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*Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

## **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

Prefer a two-year degree from in horticulture, agronomy or related field helpful; Prefer a working knowledge of sports field and facility construction principles, practices and methods.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

Must possess a valid Oklahoma Driver's License;

Must have or be able to obtain a valid Oklahoma pesticide applicators certification within the first year of employment

Must be able to obtain any other certifications as needed for position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow oral and written instruction;
- Sufficient experience with sports: softball, baseball, football, soccer, basketball;
- Willing to work outdoors in all types of weather;
- Has ability to problem solve;
- Has a commitment to high quality work and attention to detail;
- Is a motivated self-started with the capacity to take full ownership of the position's duties;
- Embraces professionalism and behavioral characteristics to maintain the high standards of an environment committed to excellence and an honorable moral code of ethics;
- Willingness to accept fluctuating schedules
- Has the ability to communicate with team members, other employees and the general public in a professional manner.

## **PHYSICAL/MENTAL REQUIREMENTS**

Must possess valid Oklahoma Driver's License. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Ability to perform heavy Manual labor tasks in extreme weather conditions for long periods of times. Excellent attendance record required. Must be able to maintain emotional control under stressful situations.

## **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolong hours

### **Equal Opportunity Employer**

The City of Alva affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, disability status or genetic information. Persons selected for employment into any position must pass a drug test. Some positions may require passing an alcohol test. Previous employment and any additional experience will be subject to verification prior to employment processing. A driver's license and driving record check will be conducted if driving is a job requirement. A post offer employment fit for duty test may be conducted prior to job placement.