



CITY OF YUMA, COLORADO

Field Manager

Department: Parks and Recreation
Supervisor: Parks and Recreation Director
FLSA Status: Non-exempt
January 2017

General Statement of Duties: The Field Manager is responsible for assisting in the coordination of all parks and ball field maintenance. Demonstrates support for organizational changes and improvements. Establishes, communicates, and maintains organizational values.

Supervision Received: Works under the general supervision and direction of the Parks and Recreation Director and Assistant Director.

Examples of Duties: *The following examples of duties are intended to be illustrative only, and are not intended to be all inclusive.*

General Field Manager Tasks:

- ❖ Perform a daily survey of all Parks facilities.
- ❖ Keep all parks, playgrounds, and City facilities clean from trash and debris
- ❖ Keep all parks turf grass mowed to a height between 2.5 and 3.5 inches.
- ❖ Service and maintain all Parks equipment and vehicles.
- ❖ Trim turf grass around all buildings, sidewalks, trees, water features, benches and other structures.
- ❖ Perform routine playground safety inspections (addressing equipment, surfacing, surroundings, etc.)
 - Include in this inspection: playgrounds, skate park, basketball and volleyball facilities
- ❖ Aerate all turf grass on an as-needed basis, and be able to identify when aerification is needed..
- ❖ Address broadleaf weed pressure in the turf grass using appropriate chemicals mixed at appropriate rates.
- ❖ Control weeds at any and all city facilities (including parking lots, airport, etc.) .
- ❖ Maintain and operate each of the city's irrigation systems (backflows, clocks, valves, piping, heads, etc.)
- ❖ Keep all trees maintained. Branches should be trimmed to an appropriate height.
- ❖ Keep the bathrooms; City Park, Vet's Park, Pioneer Lake and the airport maintained, and vaults treated.
- ❖ Clean all sport supplies as necessary.
- ❖ Help supervise athletics on some weekdays, weeknights and weekends, open and close recreation facilities.
- ❖ Assist with public relation duties such as preparing and distributing flyers, press releases and brochures.
- ❖ Assist in establishing team rosters, schedule leagues and tournaments, enforce rules and regulations of athletic programs.

- ❖ Other duties include
- ❖ Operate equipment; Mowers, tool cat, skid steer and trucks.
- ❖ Pool; help with the opening and closing of the pool. Basic maintenance at the pool, winterizing both pools and hauling chemicals to the pool throughout the season.

- ❖ Required Knowledge, Skills and Experience:
- ❖ Ability to work some evenings and weekends.
- ❖ Ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing;
- ❖ Considerable knowledge of mowers, tractors, trimmers, utility vehicles, etc.
- ❖ An understanding of herbicide application, the functions of the sprayer, and appropriate chemicals.
- ❖ A basic understanding of irrigation systems, and best watering practices.
- ❖ Must possess a valid driver's license.

Education: High School diploma, GED or equivalent.

Receipt Acknowledged by Employee,

_____ Date: _____

_____ Date: _____
Parks and Recreation Director

_____ Date: _____
Yuma City Manager