

**PLEASE POST FOR ALL APPLICANTS TO READ**  
**Macon Bibb County Government**

<b>POST DATES:</b> 03/02/2017 – Until Filled	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE:</b> Athletic Maintenance Worker		
<b>JOB CLASS (GRADE):</b> 01-01		<b>HOURLY RATE:</b> \$11.23
<b>LOCATION:</b> Recreation – Central City Park		<b>WORK HOURS:</b> Varies
<b>DEPT. HEAD:</b> Reginald Moore		<b>WORK WEEK:</b> Varies
<b>(X) REPLACEMENT    () NEW REQUIREMENT</b>		

**JOB SUMMARY:**

The Athletic Field Maintenance Worker is responsible for conducting the maintenance and repair of all athletic, recreational, playgrounds, or active park facilities within the Macon-Bibb County community.

**QUALIFICATION REQUIREMENTS:**

To perform athletic field maintenance, equipment operations and other tasks related to the preparation and maintenance of athletics fields and recreational facilities; coordinate and conduct work required to maintain athletic fields at Macon-Bibb County properties; perform routine monitoring of pool facilities and preventive maintenance of facilities, including restrooms and drinking fountains. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- To perform grounds maintenance, equipment operations and other tasks related to the preparation and maintenance of Macon-Bibb County Parks and Recreation athletic fields and parks; coordinate and conduct work required to maintain athletic fields at Macon-Bibb County Parks and Recreation parks; performs routine monitoring of Macon-Bibb County Parks and Recreation pool facilities and preventive maintenance of facilities including restrooms and drinking fountains. Assists in all forms of clerical and receptionist duties.
- Assist in preparing and delivering needed materials and equipment to job-site; perform preventive maintenance on equipment as assigned; inspect equipment before and after use; monitor calibration of pool equipment on a routine basis.
- Perform a variety of tasks related to athletic field maintenance, pool maintenance, including, but not limited to; operating mowers, trimmers, tractors, field groomers, paint sprayers, aerifiers, chlorinators and sweepers.
- Clean and maintain tools, equipment, vehicles and pool equipment as appropriate.
- Operate a variety of mowers to maintain athletic fields and lawns; inspect tractor and mower for safe and proper operation; maintain equipment as needed, replacing fuel, fluids and oil.
- Mow, edge, trim and rake fields; plant, cultivate and water; weed killing; operate riding mowers, push movers, light-duty vehicles, blowers, sweeper, trimmers, edger and weed eaters.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Athletic Field Maintenance Worker must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of field and building maintenance methods and practices.
- Department of safety rules and regulations.
- Knowledge of athletic field maintenance duties.
- Knowledge of carpentry, plumbing, mechanical repair, electrical procedures, custodial practices, landscaping, and equipment repair.
- Knowledge of various cleaning chemicals.
- Knowledge of the lining and chalking of various athletic fields (baseball/softball, football, lacrosse, rugby, etc.)
- Skill in operating various hand and power tools.
- Skill in operating lawn maintenance equipment including tractor, zero-turn mowers, leaf blowers, and trimmers.
- Skill in operating athletic field equipment chalk machines, field paint sprayers, etc.
- Skill in oral and written communication.
- Ability to multi-task, prioritize daily assignments, and work independently.
- Ability to interact with the public and communication directions.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Athletic Field Maintenance Worker should possess, at a minimum, a high school diploma or equivalent, with at least five years of experience in maintenance; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must possess a valid Georgia Motor Vehicle Operator's License.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None

**TRAVEL:**

The Athletic Field Maintenance Worker will be required to travel on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL  
JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts, such as addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes required to lift office equipment or files. Employee must be able to bend, stoop, and lift and move objects weighing up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily indoors working in an office setting.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**