

# Hatbox Program & Events/ Maintenance Assistant—

## Non-exempt Grade 33

(Part-time)

City of Muskogee

Updated 08/2019



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### CLASS TITLE: Hatbox Program and Events/ Maintenance Assistant (Part-Time)

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#### PURPOSE OF THE CLASSIFICATION:

Responsible for Hatbox field and sports complex and facility including daily maintenance and organizing of sports and recreational activities. Works on individual job assignments or as a member of a work group engaged in planned or scheduled general maintenance or renovation activities involving City properties and facilities to include public buildings and grounds. Duties often include daily preparation of baseball, softball, soccer and football fields and general maintenance of Love Hatbox Sports Complex.

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#### ESSENTIAL TASKS:

- Operates telephone to answer, screen and forward calls and provides information as necessary and required.
- Monitors and participates in recreational and educational activity programs.
- Provides input as to changes in activities based on observation.
- Assists in monitoring recreational activities.
- Advises and enforces all facility rules, regulations and procedures of activities.
- Maintains sanitation of recreational facilities.
- Collects fees and enrolls patrons.
- Performs various clerical duties including report preparation and recordkeeping.
- Assembles and disassembles various equipment.
- Inspects facilities, equipment and program activities for safety and cleanliness.
- Operates mower, riding mower and weed trimmer.
- Operates hand tools, power tools, light trucks and tractors.
- Maintains facility areas; picks up trash and debris, cleans restrooms and office/break room areas.
- Participates in the repair and maintenance of Hatbox and facilities, fences, sports fields, irrigation system and other related facilities.
- Performs special events set-up.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

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#### REPORTING RELATIONSHIPS:

The Hatbox Program and Events/ Maintenance Assistant reports directly to the Hatbox Sports and Events Coordinator.

The Hatbox Program and Events/ Maintenance Assistant may lead temporary seasonal staff.

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#### QUALIFICATIONS:

Training and Experience: High school diploma or equivalent and one (1) year of maintenance experience. Preference will be given to those candidates with experience in the operation of sports field maintenance and planning of programs/events.

Knowledge, Abilities and Skills: Good knowledge of manual labor work practices, methods, tools and materials of varied semi-skilled general maintenance work; and good knowledge of the hazards and safety precautions of the work. Ability to understand and follow verbal and written instructions; ability to use various types of tools and equipment;

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ability to operate various types of automotive and power equipment. Requires ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information, ability to communicate effectively, both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include frequent walking and standing; frequent lifting of over fifty (50) pounds and carrying of objects weighing over fifty (50) pounds; constant reaching, handling and twisting; occasional balancing, stooping, kneeling, crawling and climbing; vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required. Must obtain, within two (2) months of employment and maintain, certification in First Aid, CPR and AED certification.

**WORKING ENVIRONMENT:** Work in this classification is primarily outdoors. Exposure to wet, hot, cold and/or humid conditions. Requires ability to work weekends and holidays as required.

**Notice:** This classification is a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or the Oklahoma Medical Marijuana laws. As a "safety sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

**STARTING PAY:** \$12.13/hr.

**WORK HOURS:** Hours vary according to seasonal needs. Requires ability to work nights, weekends, holidays and irregular hours.

**WORK LOCATION:** City of Muskogee Parks and Recreation Department, Recreation Division, Love Hatbox Sports Complex, 3601 Arline Drive, Muskogee, Oklahoma.

**RESUMES MAY BE SUBMITTED BUT WE REQUIRE THAT OUR EMPLOYMENT APPLICATION BE COMPLETED AND SUBMITTED ALSO.** We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 229 West Okmulgee Avenue (the three story red brick building (Muskogee Municipal Building) at the southeast corner of 3<sup>rd</sup> Street and Okmulgee Avenue). The Human Resources Department is located on the First Floor, Room 102. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: [jkennedy@muskogeeonline.org](mailto:jkennedy@muskogeeonline.org). If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

**DEADLINE FOR APPLICATIONS:** There is no deadline for applications for this position – it will be open until filled.

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