

Hatbox Sports Complex Maintenance Worker II—non-exempt Grade

City of Muskogee

Created 03/2022



CLASS TITLE: Hatbox Sports Complex Maintenance Worker II

PURPOSE OF THE CLASSIFICATION:

Responsible for performing semi-skilled tasks; works on individual job assignments or as a member of a work group engaged in planned or scheduled general maintenance or renovation activities involving Hatbox fields and facilities to include sports fields, public buildings, grounds and streets. Duties often include the operation of light to medium-sized vehicles and construction equipment. Other related duties as assigned.

ESSENTIAL TASKS:

- Operates push mower, riding mower and weed trimmer.
- Applies pesticides, herbicides and waters landscaped areas.
- Prepares sports fields for effective operation for games and tournaments.
- Operates hand tools, power tools, light trucks and tractors.
- Maintains park areas; picks up trash and debris, cleans restrooms and office/break room areas.
- Participates in the repair and maintenance of sports fields, fences, playground equipment, 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.

REPORTING RELATIONSHIPS:

The Hatbox Sports Complex Maintenance Worker II reports directly to the Hatbox Sports Complex Maintenance Leader II.

The Hatbox Sports Complex Maintenance Worker II does not have any direct reports or supervisory responsibilities.

QUALIFICATIONS:

Training and Experience: High school diploma or equivalent preferred but not required and one (1) year of experience as a trades helper or maintenance laborer in any of the construction and maintenance trades, preferably including some work experience involving the operation of light to medium construction equipment.

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 read and write; ability to use various types of mechanical tools and equipment; 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. Must have skills in the operation of light to heavy automotive equipment and in the use of pertinent tools and power equipment.

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 occasional walking and standing; frequent lifting of up to ten (10) pounds and carrying of objects weighing up to five (5) pounds; occasional lifting of up to sixty (60) pounds and carrying of up to twenty (20) pounds; frequent reaching, handling and twisting; occasional balancing, stooping, kneeling, crawling and climbing; vision, speech and hearing sufficient

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to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required.

WORKING ENVIRONMENT: Work in this classification is primarily outdoors. Will travel to other City locations as required. 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: \$12.25/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

WORK HOURS: 7:30 a.m. to 3:30 p.m., Monday through Friday with flexing of schedule for seasonal weekend, holiday and evening work as required. Occasional overtime.

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

RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR EMPLOYMENT APPLICATION BE COMPLETED ALONG WITH THE APPLICATION. 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 3rd 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. 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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