

CITY OF SIKESTON, MISSOURI
JOB DESCRIPTION

Job Title: Complex Field Supervisor

Entry Grade: Seasonal

Department: Public Works

FLSA Status: Eligible

ACKNOWLEDGED
BY INITIALING

_____ **Supervision Received:** Work performed under the direction of the Parks and Recreation Director.

_____ **Supervision Exercised:** Supervise facility for baseball and softball games at the Complex during the season.

_____ **Responsibilities:** Work in the evenings, on Mondays, Tuesdays, Wednesdays, and Fridays, 16 to 20 hours per week. Primary responsibilities include: supervising ballgames at the Complex, ensuring the cleanliness of the concession stands' restrooms, and is responsible for trash pickup each night.

_____ **Essential Functions of Job:** Directs and supervises the conduct of the participants/patrons. Ensures policies are followed. Provides customer service; handles complaints/concerns, resolves problems. Light paperwork and data entry. Responsible for communicating any behavior problems and/or equipment problems to the Parks and Recreation Director. Ensures weather policies are followed. Ability to perform work out-of-doors in direct sunlight with temperatures up to exceeding 100 F; ability to sit, stand, crawl, kneel, twist, stoop, and climb for extended periods of time; ability to pull, push, lift and/or carry objects up to 80 lbs.; ability to understand and follow oral and written instructions. Must possess ability to work in an environment containing dust, pollen and chemicals, such as, but not limited to pesticides and herbicides.

_____ **Knowledge, Skills and Other Job Requirements:** Must be 18 years of age or older. Must possess background and experience in the sport of baseball and/or softball including an understanding of rules and aspects of the game. Experience working directly with the public; conflict resolution skills; good interpersonal relation skills; able to communicate well with parents, coaches and officials; good problem solving skills; fast reaction time; able to make solid decisions. Experience following direction and delegating. Ability to self-direct and take initiative and work well under pressure. Applicant must attend training sessions that are provided

_____ **Equipment Used or Operated:** General hand tools, electronic equipment such as radios and scoreboards.

_____ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol screening at any time during employment.

The undersigned, before assignment to an employment position as described in the foregoing job description, herewith, acknowledges he/she has read said job descriptions and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date