

Ellis Recreation Commission

Position: Maintenance Supervisor

Reports to: Superintendent

Position Purpose:

This is a seasonal position with a maximum of 999 hour of work per season. Assures that fields are adequately and appropriately prepared for daily games and practices. Assists the Superintendent with projects, programs, and additional duties.

Essential Functions:

1. Smooth infields rake out spots as needed, haul in dirt or infield material as needed to fill low spots, drag infields.
2. If field conditions are wet, rake out wet spots mixing in diamond dry agents to get fields playable.
3. Install game lines using chalk or paint as directed.
4. Report any broken bases, anchors, pitching rubbers, fences, goals, or damages to equipment or facilities.
5. Make repairs as directed by Superintendent.
6. Mow and trim grass that the ERC oversees.
7. Oversees seasonal workers.
8. Maintains playing fields at playing condition and all areas that the ERC is responsible for upkeep this includes mowing, spraying, weed-eating, trash removal, etc.
9. Maintains and records inventory on vehicles, equipment, and tools, etc.
10. Maintains equipment and performs general maintenance on equipment.
11. Sweep and take general maintenance care of all ERC facilities.
12. Report to the Superintendent on a daily basis.
13. Evaluate seasonal workers and staff.
14. General public relations.

Knowledge, Skill, and Ability:

1. Possess the ability to plan, assign, supervise, and inspect work of employees.
2. Ability to operate a wide variety of construction tools and equipment and also possess a legal Kansas driver's license.
3. Must be able to do manual labor (lifting 50 pounds or more) in varied working conditions from hot and humid too cold and wet.
4. Must be able to work evenings and weekends as needed.
5. No felony convictions.
6. CPR and First Aid certifications recommended.