

**Taylor County Board of County Commissioners**  
**JOB TITLE: Field Attendant**

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<b>Non - Exempt</b>		<b>DEPARTMENT:</b>	<b>0473</b>
<b>Pay Grade - 120</b>	<b>\$13.50 per hour</b>	<b>Date:</b>	<b>01/03/2023</b>
<b>LOCATION:</b>	<b>Parks &amp; Recreation</b>	<b>Call In/Seasonal</b>	
<b>SUPERVISOR:</b>	<b>Parks &amp; Recreation Manager</b>	<b>Union (Y/N):</b>	<b>No</b>

**APPROVED BY:**  
**Retirement Eligible: No**

**THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS**

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**SUMMARY:**

Field Attendants provide support in offering a safe and positive environment for user groups at the Taylor County Glen Ratliff Sports Complex. They should be familiar with the rules at the Sports Complex and have a general idea of the games of baseball, softball, and soccer.

- ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
- Perform safety checks of the field and area, as well as reporting any safety violations to the Parks and Recreation Manager.
- Drag or groom fields before each game.
- Line the field appropriately for the scheduled game.
- In the event of inclement weather, following the prescribed procedures to prepare the field or reporting to the Parks and Recreation Manager if the games have been cancelled.
- Unlock and lock field gates.
- Monitor fields during games.
- Turn lights on and off at baseball, softball, and soccer fields.
- Maintain all related equipment and report any damage or loss to equipment to the Park and Recreation Manager.
- Report any needed field maintenance to the Parks and Recreation Manager.
- Maintain positive public relations, and enthusiastically support the Taylor County Sports Complex.
- Document any accident or incident that may occur during games.
- Fill in holes and rake around all the bases, home plate, and the pitching mound before leaving the field, and between games.
- Clean up all trash in the bleacher area and on the fields before leaving the facility.
- Clean and stock restrooms.

**QUALIFICATION REQUIREMENTS:**

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

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### KNOWLEDGE, SKILLS AND ABILITIES:

- Organizational Knowledge: Understand the department's guidelines for using the baseball, softball, and soccer fields.
- Interpersonal Skills: Able to demonstrate tact and friendliness in communicating with a variety of personalities.
- Work Planning/Time Management: Able to complete tasks in an organized and timely manner and to arrive and leave work as scheduled.
- Monitoring: Able to keep track of field use in relation to the established guidelines.
- Administrative: Able to keep accurate and detailed records of participation levels.
- Flexibility: Adaptable to changes in work schedule (due to inclement weather).
- Organizational Commitment: Willingness to accept department guidelines and policies.

### EDUCATION/EXPERIENCE:

- Must possess excellent verbal communication skills.
- Must possess ability to work well with public
- Must be at least 18 years of age.
- Must possess at least an 8<sup>th</sup> grade education.

### PHYSICAL DEMANDS:

Moderate (25-50) pounds lifting and carrying

- Ability to communicate both orally and in writing
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Driving
- Operating equipment

### WORK ENVIRONMENT:

- Works outside in various weather conditions (high temperatures and humidity)
- Chemicals (insecticides and herbicides)

### PREFERRED CRITERIA:

Valid Florida Driver's License

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