



**OKLAHOMA CITY**  
invites applications for the position of:

## **ATHLETIC FIELD GROUNDSKEEPER**

**SALARY:** \$17.37 - \$26.97 Hourly

**OPENING DATE:** 12/10/18

**CLOSING DATE:** 01/20/19 11:59 PM

### **DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:**

**NOTE:** *The normal starting salary for this position is \$17.37/hourly. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

**Full-time employees will receive preference in the following order: major division first, then department, and then all other full-time City employees. If it is determined that no qualified full-time City employees exist, qualified part-time employees and external applicants will be considered.**

This posting will be used to fill a current vacancy/vacancies in the **Grounds Maintenance Division** of the **Parks and Recreation Department** with The City of Oklahoma City. However, an eligibility list will be established or supplemented for filling future vacancies in the department, per provisions of the AFSCME collective bargaining agreement. The Athletic Field Groundskeeper is primarily responsible for the general maintenance and condition of athletic facilities, such as, soccer fields, baseball fields and football fields. The employee utilizes skills, knowledge and abilities acquired prior to assuming the position. The work is performed independently with minimal supervision or as a member of a crew. **Essential job functions include:** applying chemicals and synthetic materials to sod and soil surfaces; mowing, sodding, grading and watering grounds to maintain proper playing conditions; monitoring and performing continual upkeep of fields to ensure compliance with applicable sport rules, standards and guidelines; and operating equipment, such as line markers, gas powered riding and push mowers, gas powered edger's, sod cutters, tractors, soil top-dresser and aeration units and three (3) wheel utility trucks, following standard safety guidelines and procedures. Employees in this classification establish and maintain a close working relationship with the field supervisor, team officials, and other City employees to exchange information and demonstrate and/or explain work procedures. The employee maintains records of hours worked and completes daily reports for supervisory review. Work instructions may be verbal or written, with the work product reviewed periodically by visual inspection.

### **VETERANS PREFERENCE**

Honorably discharged veterans of the United States Armed Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 indicating discharge type/character of service at the time of application.

### **JOB REQUIREMENTS:**

- Knowledge of and skill in athletic field or golf course turf maintenance and care.
- Knowledge of and ability to ensure compliance with applicable rules, standards and guidelines for upkeep and maintenance of athletic fields or golf course turf.
- Knowledge of and ability to follow safety procedures, practices, and regulations.
- Knowledge of and skill in using required equipment.
- Knowledge of tools and work procedures used for athletic field maintenance.
- Ability to work with minimal supervision and make appropriate decisions.
- Ability to work cooperatively with others.
- Ability to follow verbal and written instructions.

- Ability to prioritize and delegate work assignments efficiently.
- Ability to supervise and willingness to assume responsibility for equipment, tools and the work of crew members.
- Willingness to perform routine and repetitive tasks.
- Possession of a valid Oklahoma State Class A Commercial Driver License.
- Possession of a valid driver license (Operator).
- Possession of valid Oklahoma Department of Agriculture Chemical Applicator License (Category #3A).

**NOTE:** The incumbent will be required to possess or obtain a valid Oklahoma State Class A Commercial Driver License within six months of employment/promotion. Continued employment is contingent upon obtaining a valid Oklahoma State Class A Commercial Driver License within six months from the date of hire/promotion.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

### **WORKING CONDITIONS**

- Primarily outside; exposed to heat, cold, humidity, rain, etc.
- Moderate exposure to dust, lime, fertilizers, pollen, chemicals etc.
- Subject to working varied work hours including evenings, overtime, weekends, and holidays.

**NOTE:** Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

### **PHYSICAL REQUIREMENTS**

- Strength enough to lift, push, pull, or carry objects weighing 50 to 90 pounds such as sacks of field marker, fertilizer, equipment etc.
- Stamina enough to perform moderately strenuous work for as long as 30 minutes at a time.
- Possibility of strains, sprains or muscles pulls when performing assigned tasks. -Mobility enough to climb stairs and work on slopes.
- Manual dexterity enough to uses standard hand tools such as hammers, saws, wrenches, screwdrivers, etc.
- Near vision enough to reading measurements, printed directions on supplies and perform repairs on small equipment, etc.
- Far vision enough to perform duties such as inspect and survey playing fields at a distance up to 400 feet.
- Visual color discrimination enough to inspect field marking and discoloration in playing fields.
- Speech and hearing enough to communicate clearly and distinctly in a loud work environment.

## **OTHER NOTES:**

**NOTE:** An eligibility list will be established from this posting consisting of applicants who receive a score of 70 percent or better. Multiple selection procedures may be utilized; a minimum of 70 percent or better will be required on each; and the results of multiple selection procedures will be equally weighted. The eligibility list will be in effect for 180 days from the date of the final selection procedure and will be used to fill future vacancies.

**NOTE:** City employees are required to receive pay electronically, either via direct deposit or pay card.

**NOTE:** Full-time employees on the Interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

**NOTE TO FORMER EMPLOYEES:** To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your retire status through the Personnel Department's Labor Relations Division.

**NOTE:** Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of

employment.

**NOTE:** Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test. Current employees who have a CDL will not have to retest.

**NOTE:** Completion of the supplemental questions is required. Responses to supplemental questions must be supported by work history/information listed on the application/resume.

### **AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

**Recruiter:** LA

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#### AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

APPLICATIONS MAY BE FILED ONLINE AT:

[www.okc.gov](http://www.okc.gov)

Position #201900256  
ATHLETIC FIELD GROUNDSKEEPER

420 West Main Street  
2nd Floor  
Oklahoma City, OK 73102  
405.297.3882

[careers@okc.gov](mailto:careers@okc.gov)

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### **ATHLETIC FIELD GROUNDSKEEPER Supplemental Questionnaire**

- \* 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department Representative.
  - Yes
  - No
- \* 2. What type of valid driver license do you possess?
  - I do not possess a valid driver license.
  - Class A CDL
  - Class B CDL
  - Class C CDL
  - Valid Driver License (Operator)
- \* 3. If you do not currently possess one, this position requires that you obtain a Class A Commercial Driver License within six months from date of hire or promotion. Are you willing to obtain a CDL license?
  - Yes
  - No
  - Currently possess Class A CDL license
- \* 4. Do you possess a valid Oklahoma Department of Agriculture Chemical Applicator Licenses (Category #3A)?
  - Yes     No
- \* 5. Please check all statements that accurately reflect the knowledge, skills, and demonstrated abilities you currently possess:
  - Knowledge of and skill in athletic field or golf course turf maintenance and care.
  - Knowledge of and demonstrated ability to ensure compliance with applicable rules, standards and guidelines for upkeep and maintenance of athletic fields or golf course turf.
  - Knowledge of and demonstrated ability to follow safety procedures, practices, and regulations.

- Knowledge of and skill in using required equipment.
  - Knowledge of tools and work procedures used for athletic field maintenance.
  - Demonstrated ability to work with minimal supervision and make appropriate decisions.
  - Demonstrated ability to work cooperatively with others.
  - Demonstrated ability to follow verbal and written instructions.
  - Demonstrated ability to prioritize and delegate work assignments efficiently.
  - Demonstrated ability to supervise and willingness to assume responsibility for equipment, tools and the work of crew members.
- \* 6. If you have knowledge of and skill in athletic field or golf course turf maintenance and care, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.
- \* 7. If you have knowledge of and demonstrated ability to ensure compliance with applicable rules, standards and guidelines for upkeep and maintenance of athletic fields or golf course turf, please describe this knowledge and ability. Where and when did you gain this knowledge and ability, and how have you applied this ability? If you do not have this knowledge and ability, type in N/A.
- \* 8. If you have knowledge of and demonstrated ability to follow safety procedures, practices, and regulations, please describe this knowledge and ability. Where and when did you gain this knowledge and ability, and how have you applied this ability? If you do not have this knowledge and ability, type in N/A.
- \* 9. If you have knowledge of and skill in using required equipment, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.
- \* 10. If you have knowledge of tools and work procedures used for athletic field maintenance, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- \* 11. If you have demonstrated ability to work with minimal supervision and make appropriate decisions, please describe this ability. Where and when did you gain this ability, and how have you applied this ability? If you do not have this ability, type in N/A.
- \* 12. If you have demonstrated ability to work cooperatively with others, please describe this ability. Where and when did you gain this ability, and how have you applied this ability? If you do not have this ability, type in N/A.
- \* 13. If you have demonstrated ability to follow verbal and written instructions, please describe this ability. Where and when did you gain this ability, and how have you applied this ability? If you do not have this ability, type in N/A.
- \* 14. If you have demonstrated ability to prioritize and delegate work assignments efficiently, please describe this ability. Where and when did you gain this ability, and how have you applied this ability? If you do not have this ability, type in N/A.
- \* 15. If you have demonstrated ability to supervise and willingness to assume responsibility for equipment, tools and the work of crew members, please describe this ability. Where and when did you gain this ability, and how have you applied this ability? If you do not have this ability, type in N/A.

\* 16. Are you willing to perform routine and repetitive tasks?

Yes

No

\* Required Question