



Field Maintenance/Game Supervisor Adult, Youth & Recreation Programs

(Temp/Seasonal- Part-time)
(15-20+ hours per week)

SALARY:

Starting at \$15.00-\$20.00 per hour depending on experience. Maximum of 1000 hours per fiscal year. This position is not eligible for City benefits. Paid sick leave will be accrued in accordance with the Healthy Workplaces/Healthy Families Act of 2014 (Assembly Bill 1522).

APPLICATIONS:

Apply as soon as possible. Open until filled. Temporary/Seasonal application forms available from the Human Resources Division, located at 525 Henrietta St., Martinez, CA 94553. Applications are also available by calling (925)372-3507 or emailing to jobs@cityofmartinez.org.

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Recreation Supervisor, performs all necessary work to execute adult and youth sports leagues; softball, baseball, tournaments, contract classes and kickball.

- Prepares the Tavan and Joe DiMaggio Softball Complex for games and tournaments and included but not limited to: nail drag, water, and drag fields, chalk lines, and set bases.
- Coordinates, schedules and manages other temporary staff who assist in field preparation, janitorial and program operations.
- Pick up litter and debris, wash down picnic tables and walkways. Maintains field equipment and storage areas.
- Game supervision includes: creates score cards, handles program complaints, protests and player misconduct on the field, maintains standings, enforce rules of the game and assists with city/rented league tournaments.
- Assists in the planning and implementation of other department programs, special events or classes as assigned.

REQUIREMENTS:

Minimum: Must be a minimum of 18 years old. Applicants must possess a valid California driver's license and able to pass a background check.

Desirable: Applicant should be familiar with softball and baseball. Should have basic knowledge of the rules of softball and/or baseball. Field preparation experience is a plus. Should be physically fit, able to bend, kneel, lift fifty pounds.

TRAINING:

Training will be provided in City methods of setting and prepping fields. Administrative duties will be included in training. CPR/AED and First Aid training will also be provided.

SELECTION PROCESS: A select number of the most experienced and best-qualified applicants will be invited to interview.

NOTES TO APPLICANTS:**DISABLED APPLICANTS:**

The Human Resources Division will make reasonable efforts in the examination process to accommodate disabled applicants. Please advise the Division of any special needs in advance of the examination.

VERIFICATION OF EMPLOYMENT ELIGIBILITY:

As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986, must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Eligibility Verification Form (I-9) and producing acceptable documents including but not limited to, United States Passport; State-issued Driver's License; Social Security Card; Birth Certificate; other acceptable documents that establish identity and eligibility to work in the United States.

THE CITY OF MARTINEZ HAS ADOPTED ORDINANCE 1057 C.S. WHICH PROVIDES EMPLOYEES WITH A SMOKE-FREE WORKING ENVIRONMENT.

THE INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE AND DOES NOT CONSTITUTE EITHER AN EXPRESSED OR AN IMPLIED CONTRACT. THE CITY OF MARTINEZ IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITIES IN CONFORMANCE WITH THE AMERICANS WITH DISABILITIES ACT.