



113 N 1st Street • PO Box 218 • West Branch, Iowa 52358 (319) 930-0393 • Fax (319) 643-2782 •
www.westbranchiowa.org • Melissa@westbranchiowa.org

Reports to: Park and Recreation
Position Status: Seasonal/non-exempt

Job Title: Sport Site Supervisor
Starting Pay: \$12.00

JOB SUMMARY

Under the direction and supervision of the Park and Recreation Director, the Sport Site Supervisor must be sufficiently skilled to perform a wide variety of tasks without supervision. This is an at-will position.

EDUCATION, EXPERIENCE AND TRAINING

Must be a minimum of 18 years of age and possess a valid Iowa Driver's License and be able to work flexible hours during prime seasons. Good communication skills required.

REQUIRED KNOWLEDGE ABILITIES AND SKILLS

- Must be personable and comfortable speaking to children, parents, staff and public of all ages and backgrounds.
- Possess good problem-solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
- Possess enthusiasm, drive, and a desire to accomplish goals and objectives
- Ability to work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff and the public.
- Ability to be flexible and adapt to new situations.
- Ability to accept constructive criticism and/or supervision.
- Must be able to manage multiple tasks simultaneously.
- Must be able to follow directions and perform responsibilities as described.
- Possess time management and organizational skills to effectively perform responsibilities of the job.
- Ability to represent City of West Branch in a professional manner.
- Employee must have good safety awareness and use good judgment in all aspects of this position.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

- Gain knowledge and understanding of West Branch policies and procedures and see that they are always adhered to.
- Responsible for general landscape maintenance work which includes watering, mowing, dragging and chalking of all turf areas including ball fields at Cubby Park, West Branch summer league fields and Beranek Park sand volleyball courts.
- Mowing and trimming of all turf areas during the growing season, using hand mowers and trimmers.
- Remove all garbage, paper, refuse material, etc. from parks and playing fields.
- Repair damaged recreational items in field such as pickleball court nets, basketball courts, soccer goals, fences, and shelters.
- Observe and follow all City of West Branch safety policies and regulations and report any hazardous situations. The safety of staff and participants is a continuing responsibility of all employees.
- Assist with other City Departments when needed.

- Assist with the proper set up for special events such as: Hoover’s Hometown Days, sand volleyball tournaments, baseball/softball tournaments, etc.
- Wear proper uniform for identification purposes and protective equipment as advised for safety.
- Flexible work hours will be Monday-Friday; May - September and Sunday: June 2-August 4- 3pm-5pm; and some weekends as needed.

B. Secondary Functions

- Perform other duties as assigned by supervisor and management.
- Attend various district-wide and departmental staff trainings as they pertain to policies and procedures, safety or other subjects as appropriate.
- Assist the Recreation Department in the set up and take down of offsite programs.
- West Branch Parks and Recreation encourages its employees to “take pride and ownership” of the Parks. As such, it shall be the responsibility of all Park and Recreation employees to pick up litter throughout the buildings, grounds, and facilities of the City of West Branch.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONSIDERATIONS

- Bending, kneeling, and reaching items off ground and/or out of trucks.
- Lift and move equipment and/or bags of material, such as concrete mix up to 80 pounds.
- Climbing ladders and reaching to perform work, such as trim work or painting.
- Lifting and twisting with loads for long periods of time, as when digging holes or shoveling stone, dirt, or snow.
- Walking and bending for sustained periods of time, as when picking up litter.
- Sitting for sustained periods of time with repeated jarring, as when operating a tractor.
- Repeated hand and arm movements for extended periods of time, as when raking, mopping, sweeping, hammering, sawing, etc.
- Employee may be required to work outside during various weather conditions including rain and mud, and extremely hot and cold temperatures.
- Employee may be exposed to noise distractions from employees or equipment operation in adjacent work areas.
- Employee must park in the designated employee assigned sections.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised / Reviewed 1/1/2019

Department Director _____