



Park and Field Monitor

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under supervision, assists in the supervision and enforcement of athletic fields, parks facilities and open spaces in the Burlingame community.

DISTINGUISHING CHARACTERISTICS

Park and Field Monitor is a part-time temporary position with the Recreation Division. Employees hired into this class will follow the City's emphasis on excellent customer service; will be detail-orientated; able to manage multiple tasks and programs and will be a team player who will be able to work with a variety of City staff and members of the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Parks and Recreation staff. May receive direction from higher level staff.

ESSENTIAL DUTIES *(Include, but are not limited to the following).*

- Acts a liaison to build a positive working relationship with all youth user groups who use the athletic fields in Burlingame.
- Supervises all activities on Burlingame fields including youth user group games and practices, adult sports, private rentals and public drop in use.
- Interprets and enforces the field user policy and park policies to the public and sports user groups.
- Patrols park areas by foot, bicycle or vehicle to assist the general public and sports groups in the use of the park areas.
- Responds to inquiries and complaints and ensures safe use of the facilities.
- Documents all emergency and first-aid contacts.
- Inspects public areas for safety hazards and sanitary conditions and reports possible hazards to the Supervisor.
- Assists with the planning and presentation of special events; supports City or Department-sponsored events as required.
- Maintains close liaison with other Department units and other appropriate City departments.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Park and Field Monitor

Knowledge of: Burlingame Parks and Recreation Department regulations and City policies; geography of the city and sites of City parks and facilities; and background in organizing, supervising, scheduling or participating in youth and adult sports.

Ability to: Work independently without direct supervision; interpret and enforce the Burlingame field use policy and park rules and ordinances; become an effective liaison with all youth and adult users of athletics fields; establish and maintain a positive customer service approach in dealing with the public and work cooperatively and effectively with co-workers to provide general assistance to the public; and work weekends and holidays as required.

Skills: Ability to build a positive working relationship through effective communication of rules and regulations with all users of athletic fields, parks, playgrounds and open spaces.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification).*

Education and Experience: Sufficient education and experience to perform the above duties which is typically obtained through a high school diploma or equivalent.

License/Certificate: Class C driver's license issued by the California Department of Motor Vehicles.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and unlevel or uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision; the need to lift, carry and push tools, equipment, and supplies weighing 55 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. As well as, the ability to drive motorized vehicles and hear well enough to follow directions, and see well enough to read instructions.

The incumbent may be required to respond to after-hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PARK AND FIELD MONITOR
PART-TIME
NON-EXEMPT
MARCH 2014