**DEPARTMENT: Parks CLASSIFICATION: Seasonal**

**FLSA Designation: Non-exempt**

**SALARY RANGE: $12 - $15 / hour**

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**REPORTING RELATIONSHIPS**

Position Reports to: Diamond Crew Coordinator

Position Supervised:

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**DISTINGUISHING FEATURES OF THE POSITION**

The Diamond Crew serves under the direction of the Parks Superintendent. This position is responsible for diamond crew activities within the city of Pleasant Grove. This includes, but is not limited to: performs skilled work pertaining to ball field maintenance and design, construction and risk management related to city ball fields, facilities, and other city owned buildings and properties.

**FUNCTIONS & DUTIES**

 **As Diamond Crew Coordinator:**

* Keeps accurate records and information (such as invoices, service information on any equipment, daily logs, timecards).
* Know equipment and keep it properly maintained.
* Supervise loading and unloading, safety checks and proper use of equipment.
* Maintains all physical aspects for the operation of the ball fields and facilities.
* Establish and achieves crew goals.
* Other duties as assigned

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**PERFORMANCE MEASURES**

 **(Determined by Parks Superintendent)**

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**QUALIFICATIONS & COMPETENCIES**

**EDUCATION / EXPERIENCE:**

Ability to obtain a current Utah Drivers License. CDL preferred.

**REQUIRED KNOWLEDGE:**

* Working knowledge tools, machines, and equipment used in the maintenance and construction of City ball fields and facilities
* Working knowledge of OSHA safety standards and MSDS
* Working knowledge of hazards and related safety precautions associated with equipment operations
* Working knowledge of minor facility repairs.

**SKILLS / ABILITIES:**

* Ability to communicate to employees oral and written instructions.
* Ability to establish and maintain effective working relationships with other employees and the general public.
* The employee is frequently required to sit, stand, bend, stoop, talk, hear, walk, use hands to operate, finger, handle or feel objects, or controls, and reach with hands and arms, and lift 25 pounds.
* Reasonable accommodations may be made to enable individuals to perform the essential functions.

**WORKING CONDITIONS:**

 Working conditions may vary.

 No significantly hazardous conditions exist.

* The work environment is outdoor work.

**DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS**

Job descriptions are not intended as and no not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to ‘peripheral tasks’ or that could generally be considered “other duties as assigned”. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standard required to successfully perform the positions.

In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

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**ADVERTISEMENT LANGUAGE:**

**Diamond Crew –** The City of Pleasant Grove, Utah is looking for a Diamond Crew position to provide support to the Recreation and Aquatics Manager. Position is a non-exempt seasonal position. Hourly requirements are seasonal part time from approximately Mid March – Mid November not to exceed 40 hours per week. Schedule will vary nights, weekends and some holidays are required. Valid Utah Drivers License is required. Applications and complete job description may be picked up at the Pleasant Grove Community Center, 547 S Locust, Pleasant Grove, Utah or viewed online at: [www.plgrove.org](http://www.plgrove.org) Closing Date: Monday, March 4, 2013 at 5 p.m. Questions contact Tyler Wilkins at 785-6172

The City of Pleasant Grove is an Equal Opportunity Employer.