

**Buhler Recreation Commission**  
**Job Description: Site Supervisor**

<b>Job Title:</b>	Site Supervisor	<b>Supervisory:</b>	Yes
<b>Reports to:</b>	Director	<b>Hourly Wage Range:</b>	\$13-\$15
<b>FLSA Status:</b>	Non-exempt	<b>Location:</b>	Wheatland Park Complex / Wellness Center

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**Essential Functions:** The essential functions include, but are not limited to, the following; other duties may be assigned.

- Supervise Wheatland Park Baseball/Softball Complex during programs that are offered by Buhler Recreation Commission or renting organizations. This may include sports leagues, tournaments, camps, practices, etc.
- Attend and help the Director conduct coaches meetings.
- Assist umpires in the event that clarifications regarding rules and regulations are needed.
- Serve as a substitute in the event of an absence by an umpire, concession lead, or attendant.
- During weekends, prepare game fields by grooming infields, setting bases, and chalking.
- During weekdays, ensure fields are prepared correctly by USD 313 prior to game times and make corrections when necessary.
- Ensure schedules are met such as game times, field light turn on/off, complex closures, etc.
- Work with the Concession Lead to assist with concession operations when necessary.
- Attend to patrons, coaches, and players to provide good customer service.
- Supervise Attendants.
- Address all maintenance needs within the complex including trash pick up, restroom maintenance, etc.
- Supervise participants and patrons to ensure good sportsmanship is maintained and enforce the complex protocols when issues arise.
- Regular attendance is an essential job function.
- Performs other related duties as assigned by the Director.

**Qualifications:**

Must be 18 years of age or older. Demonstrate knowledge of baseball/softball rules, field preparation practices, and facility management. Must be able to work well with others, including in supervisory roles. Must demonstrate quality customer service skills. And be able to problem solve and work well under pressure.

**Supervisory Responsibilities:**

Manages Attendants.

**Machines and Equipment:**

Must be able to use an infield groomer, a UTV, and hand tools.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be physically capable of performing vigorous tasks which may include regularly lifting and/or moving up to 25 pounds and occasionally lifting and/or moving up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel and reach. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk, see and hear.

**LIMITATIONS AND DISCLAIMER:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.