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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* www.freeport.tx.us

**POSITION TITLE:** Field Crew  
**DEPARTMENT:** Parks and Recreation  
**RATE CLASS:** Hourly Employee  
**REPORTS TO:** Parks and Rec. Director, Parks Supervisor  
**SHIFT:** Flexible- including weekends and holidays

**EDUCATION:** High School Diploma or GED required, some college course work is preferred. Must have a Texas C Drivers License, CDL is desirable

**JOB SUMMARY:**

This position is responsible for general business administration operations and requires the use of independent judgment, initiative, and discretion.

**SPECIAL SKILLS:** An ability to facilitate positive community relations is required.

**DUTIES & RESPONSIBILITIES:**

- Responsible for the day to day operations in the parks department.
- Maintenance and upkeep of parks, recreation city facilities and community houses.
- Janitorial/Custodial of Facilities
- Operation and maintenance of equipment (mowers, weed-eaters, sprayers, etc.)
- Operate and maintain city vehicle during working hours.
- Assist in overseeing C.S. workers.
- Must have good comprehension and communication skills.
- Be a quick learner and be able to apply self to task at hand.
- Self starting individual, who follows instructions, can take charge, shows initiative to see that routine and special projects are followed through and completed in a timely manner without continuous prompting.
- Requires a demonstrated ability to be dependable, organized, flexible and service oriented.
- Expected to be available for and report to work in a dependable and timely fashion.
- Employees shall be physically and mentally fit every workday to carry out their job duties and responsibilities.
- Employees are on call and expected to work over as necessary to meet deadlines and perform special projects.
- Be reliable and exercise good judgment while approaching, troubleshooting and problem solving projects.
- Able to maintain a high degree of initiative in the fulfillment of their responsibilities.

**OTHER DUTIES:**

This job description is intended to describe the general nature of work performed by the Field Crew and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

Physical: Employee must be able to pass a physical examination and drug test given by a physician designated by the city. Job will require strenuous physical work as well as continual movement. Job assignments will require physical and lifting conditions and working under adverse weather conditions as well as work under time constraints

Mental: An ability to work well with others as well as the general public is required. Must be able to work in a pressure environment, handling multiple assignments at the same time

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

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Employee Signature

Date