



City of Central Falls Job Posting

LOCATION: Central Falls City Hall
580 Broad Street, Central Falls, Rhode Island 02863

POSITION TITLE: Field Supervisor

DEPARTMENT: Parks & Recreation Department

SALARY: \$12.00 per hour

POSITION TYPE: Part-time (up to 19 hours per week)
7am-11am (hours may vary)

POSITION DESCRIPTION SUMMARY

Field Supervisor(s) will be hired to supervise, oversee, and ensure compliance with Athletic Field Rules and Regulations for all athletic fields in the City of Central Falls, including, but not limited to, Higginson, Macomber, and the Louis C. Yip soccer field at 1304 High Street.

DUTIES AND RESPONSIBILITIES

Field Supervisors will monitor the athletic fields in Central Falls to ensure that players, coaches, and/or visitors are maintaining the fields in compliance with the Athletic Fields Rules and Regulations including, but not limited to, keeping the fields free of litter and vandalism. Additionally, Field Supervisors will be responsible for ensuring that no one is trespassing, climbing fences or entering/gaining access to fields when they are closed and/or if they do not hold reservations to be there.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE REQUIRED

- High school diploma or GED required.
- Ability to pass a background (BCI) check.
- Exceptional interpersonal, analytical, and problem-solving skills.
- Ability to work independently with limited direction and instruction within the scope of assignments.

PREFERENCE IN HIRING WILL BE GIVEN TO:

- City of Central Falls residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

LANGUAGE SKILLS

Ability to read, analyze and interpret complex materials. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

REASONING ABILITY

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

PHYSICAL DEMANDS

The work environment characteristics 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by

state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <http://www.centralfallsri.us/nondiscrimination>

APPLICATION INSTRUCTIONS

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled