



CITY OF WEST POINT JOB POSTING

West Point City
3200 W 300 N
West Point, UT 84015
801.776.0970
hr@westpointutah.gov

POSITION OPEN: SPORTS FIELD COORDINATOR

POSTED:	June 9, 2025	CLOSING DATE: Open Until Filled
STATUS:	Full-Time, Non-Exempt	<u>1st Application Review Deadline:</u>
HOURS:	M – Th, 7:30 – 5:30 PM, F: 7:30 – 11:30 AM	<u>June 23, 2025</u>
HIRING RANGE:	\$18.84/hr – \$22.61/hr	<i>All Applications <u>received by or on June 23</u> will be included in the first review.</i>
FULL PAY RANGE:	\$18.84/hr – \$26.38/hr	<i>Applications received after this date</i>
<i>*Starting wage will be <u>within Hiring Range</u></i>		<i>will be reviewed on an</i>
BENEFITS:	Medical, Dental, Vision	<i>as-needed basis.</i>
	URS Retirement, Paid Leave Accrual	

THE FOLLOWING IS A GENERAL SUMMARY OF THE DUTIES AND FUNCTIONS OF THIS POSITION. THE COMPLETE JOB DESCRIPTION AVAILABLE AT CITY HALL OR ON-LINE: WWW.WESTPOINTUTAH.GOV/EMPLOYMENT

DUTIES

This is a full-time, non-exempt position working under the general direction and supervision of the Recreation Manager. This position performs a variety of full performance, para-professional and technical duties related to the maintenance, preparation, and proper functioning of recreation facilities, equipment, and infrastructure necessary to offer high-quality recreation programs. While the primary focus remains on sports fields, position seamlessly transitions to participating in parks maintenance duties during periods without sports field assignments.

SUMMARY OF ESSENTIAL FUNCTIONS

- Responsible for maintenance, preparation, and repair of recreation fields, facilities, and equipment
- Ensures appropriate equipment and supplies for each recreation program are available and functioning
- Assists with day-to-day park, cemetery, and facility maintenance, custodial duties, and grounds projects
- Transports and operates hand tools, power tools, and light, medium, and heavy-duty equipment
- Prepares and maintains a variety of records and reports
- Supervises, trains, delegates, and directs subordinate staff as appropriate to complete assigned tasks
- Provides input to supervisors and collaborates with other agencies, professionals, and community organizations
- Required to plow snow and be available at any time to respond to a call out for snow removal
- Assists with community events that are designed meet the recreational and cultural needs of the City
- Maintains a productive working environment that reflects a spirit of cooperation
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED
- Valid Class D Utah Driver License and have an acceptable driving record.
- First Aid and CPR Certification or obtain within 6 months of hire
- 1 – 2 years' experience with landscape maintenance, groundskeeping, construction, and recreation equipment
- Must be able to read, speak, communicate, and comprehend clearly in English
- Reliability and good attendance
- Positive work attitude; enthusiastic, confident, outgoing, helpful and committed

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge in methods, practices, procedures, tools, and equipment common to facilities/grounds maintenance
- Ability to deliver high-quality recreation programs through proper care, maintenance, and preparation of facilities
- Skilled in creating and maintaining good working relationships with fellow employees, supervisors, & the public.

TO APPLY: A WEST POINT CITY EMPLOYMENT APPLICATION MUST BE SUBMITTED.

****Additional documents (resume, etc.) should be attached to the Employment Application.***

**THE APPLICATION AND COMPLETE JOB POSTING IS AVAILABLE AT WWW.WESTPOINTUTAH.GOV/EMPLOYMENT
YOU MAY SUBMIT YOUR APPLICATION VIA EMAIL AT HR@WESTPOINTUTAH.GOV, MAIL, OR AT CITY HALL DROP BOX**

****Disclaimer**** The above statements describe the general nature, level, and type of work performed by this position. It is not intended to be an exhaustive list of all that is required. We reserve the right to add, delete, or modify any/all provisions of this description at any time without notice.

****Equal Opportunity Employer**** The City will provide reasonable accommodations for any applicant during the selection process. Please contact us if you need assistance. West Point City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.