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# Field Crew Job Roles & Responsibilities

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Field Crew Chief

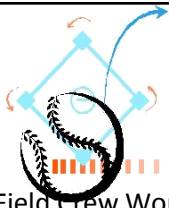
Rate: \$1,000 Stipend

Utilization: Seasonal

Reports to: OCBSC Chairman and Scheduler

Responsibilities are expected to span the months of April through July and will include the following:

- Delegate pre-season, post-season and/or during-season responsibilities to ensure fields and sheds are in suitable condition
- Ensure field crew members are assigned to prepare field(s) for play in accordance with Master Field requests
- Confirm the completion of activities of Field Crew Workers to for quality and consistency
- Ensure games are only canceled when field conditions and/or weather is unmanageable
- Maintain access to storage sheds (ECC, Middle School, Falls Lenox, High School), limiting access only to required personnel as needed; turn in keys at the end of the season; do not duplicate without written authorization by the commission
- Ensure even distribution of field maintenance assets (chalk liner, clay, drying agent, etc.) across sheds, as needed to maintain supply
- Ensure that all workmen are functional (e.g., filled with gas as needed); escalate issues to commission
- Escalate field needs to commission with enough lead time so that needs may be procured
- Escalate issues with machinery or storage sheds to commission for prompt resolution



**OLMSTED COMMUNITY  
BASEBALL / SOFTBALL COMMISSION**  
P. O. Box 38010 Olmsted Falls, OH 44138



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**Field Crew Worker**

Rate: \$3,000 Stipend

Utilization: Seasonal

Reports to: Field Crew Chief

Responsibilities are expected to span the months of May through July and will include the following:

- Pre-season:
  - Install base pegs before the start of game play and maintain integrity of base pegs throughout the season, as per the direction of the Crew Chief
  - Install home plate and/or ensure its alignment with relation to the rest of the field
  - Execute the installation of field boxes/lockers at each field; ensure each box is stocked with necessary equipment and secured with a lock
  - Paint foul lines on outfield grass before start of games
  - Ensure garbage cans and port-o-potties are placed near fields; escalate if this is not done
  - Ensure there are enough base peg units (cement buckets) for the duration of the season; build more if/as needed
- During the season (preparing the fields for game play)
  - Reposition home plate as needed and/or secure with clay as necessary
  - Drag fields as needed to even out dirt and remove excess grass/weeds
  - Pulverize and/or spread dirt, field conditioner or drying agent as required throughout the season (weekly to every other week in each location)
  - Install bases and mound at appropriate lengths based on the Master Schedule
  - Escalate issues with missing equipment, long grass or other issues
  - Install chalk lines for baseline, batter's box, pitcher's mound; baselines should extend into outfield at least 25' or as otherwise directed unless paint lines are apparent
  - Refresh paint lines weekly or as needed to be visible
  - Leave field boxes unlocked so coaches may put away equipment after games
  - Return machinery and other equipment as needed to storage facility
  - As directed, check on field conditions and report unplayable conditions by 4PM so respective leagues can cancel games if/as needed
- Post-season
  - Clean up sheds (remove trash; organize remaining inventory into piles)
  - Put away field boxes/lockers in respective sheds
  - Store bases and mounds, as well as any other materials from field boxes
  - Capture inventory of bags of clay, liner, drying agent and conditioner in each shed
- Other Expectations
  - Store and utilize Workmen and other machinery appropriately, minimizing use of such machinery on city roads
  - Update the inventory of items in the field storage shed as needed; pull from other sheds and/or request more equipment as needed
  - Communicate availability and scheduling constraints to Field Crew Manager
  - Other duties as assigned (e.g., shed clean-up, inventory, infrastructure)
  - Maintain access to shed keys at all times and turn these in at the end of the season; do not duplicate without written authorization by the commission