



MARCH 2018
FLSA: NON-EXEMPT

SOFTBALL UMPIRE

DEFINITION

Under general supervision, to umpire men's, women's and co-ed softball; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. Exercises no direct supervision.

CLASS CHARACTERISTICS

This class requires a working knowledge for providing a safe and enjoyable environment for patrons by enforcing applicable rules and regulations. Incumbents work with some independence while working in close cooperation with other staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Enforces the rules and regulations of both County and USA Softball rules of softball.
- Completes and submits accident and incident reports; prepares and maintains other routine records as required.
- Monitors the condition of facilities and equipment before, during and after events to determine maintenance needs to ensure participant and staff safety.
- Ensures the safety of the public and staff at all times by inspecting, patrolling, monitoring, and instructing on the safe use of program facilities, equipment, and supplies; maintains a safe, clean, and tidy environment; reports unsafe conditions or illegal activities.
- Receives and responds to inquiries, concerns and complaints in areas of responsibility.
- May assist in field preparation and securing facility after games.
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- USA Softball rules and regulations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area and facilities to which assigned.
- General methods, materials and practices associated with the use and maintenance softball fields and equipment.

- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Principles and practices of basic public relations techniques.
- Proper report writing and records maintenance techniques.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Basic mathematics.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the County in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Learn, interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively enforce facility rules, regulations and safety requirements.
- Establish, work with, provide and maintain effective working relationships with those contacted in the course of work.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Communicate effectively with patrons.
- Understand and follow oral and written direction.
- Maintain accurate logs, records, and basic written records of work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to a twelfth (12th) grade education. Previous experience working in sporting activities desirable.

Licenses and Certifications:

- Must be USA Softball registered and have passed the current USA Softball written test at time of appointment.
- Must possess a valid California driver's license with a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in an outside recreational facility setting and use standard recreation equipment, may have to operate a motor vehicle, and to visit various County and recreation sites; vision to appropriately view softball field activities; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas is required. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an outside environment with moderate noise levels, variable temperature changes, and may have direct exposure to hazardous physical substances. Incumbents work in the field are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, chemicals, mechanical and/or electrical hazards. Employees interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.