

## **JOB DESCRIPTION**

Job Title: Athletic Facility Supervisor  
Department: Parks & Recreation Maintenance  
Area: 35  
Grade:

### **GENERAL PURPOSE**

Responsible for daily supervision and oversight for all maintenance operations at Markey Park, Memorial Park, Cimarron Trails, Wallace Park, and Military Field.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Parks Superintendent.

### **SUPERVISION EXERCISED**

Works with and supervises park maintenance seasonal employees and community service workers as required and assigned. Assumes the duties and responsibilities of the Parks Maintenance Worker I/II during any extended absences.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for any and all baseball/softball/soccer field league preparations along with weekend tournament preparations.
2. Supervises work crews performing athletic field maintenance activities; plans and schedules staff, equipment, and materials required to complete work projects; monitors work sites to assure the safety rules and regulations are followed, and that the work zones and all equipment are in safe operating condition.
3. Supervises assigned staff; prioritizes and assigns tasks and projects; trains staff, develop skills and conducts performance evaluations; work with employees to correct performance deficiencies.
4. Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.
5. Sweeps, washes, paints, and repairs or replaces park tables and slabs.
6. Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
7. Performs routine maintenance on lawn and power equipment.
8. Plants and maintains landscaping, including lawns, trees, shrubs, and flowers.
9. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of all athletic facilities.
10. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
11. Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.

12. Maintains current skills and knowledge for proper and safe techniques of building and grounds maintenance functions.
13. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
14. Opens and closes, locks and unlocks facilities as needed.
15. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.
16. Installs and maintains goal posts and nets for sports facilities, including soccer, baseball, and softball.
17. Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.
18. Keeps records of work completed.
19. Assists the Recreation/Community Center supervisor with maintenance activities when required or requested.
20. Performs other maintenance duties to assist the department during the off season.
21. Must be able to work weekdays, weeknights, and weekends throughout the year.
22. Performs other duties as assigned and directed by the Parks Maintenance Superintendent.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

1. Bachelor of Science in Sports Management, Parks, Recreation, and Tourism preferred
2. Graduation from high school or GED equivalent,
3. Two years' experience in park maintenance, equipment repair, and grounds landscaping and maintenance work, or
4. Any equivalent combination of relevant education and experience.

### **Necessary Knowledge, Skills and Abilities**

1. Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; working knowledge of first aid and applicable safety precautions.
2. Skill in the operation of listed tools and equipment.
3. Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor

under adverse field conditions; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

## **SPECIAL REQUIREMENTS**

Valid state driver's license.

## **DESIRED QUALIFICATIONS**

1. Herbicide applicator's license,
2. Commercial Driver's License (CDL) Endorsement

## **TOOLS AND EQUIPMENT USED**

Pickup truck and 15 passenger van; lawn and landscaping equipment, including tractors, mowers, aerator, chain saw, edger's, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; washers, vacuums, mops, brooms, and dusting equipment.

## **PHYSICAL DEMANDS**

The physical demands 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 reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment can be loud at times.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date:

Revision History: