

ATHLETIC FACILITIES MAINTENANCE FOREMAN

GENERAL

Responsible for maintenance and preparation of all athletic fields. Performs specialized work on all athletic fields. Maintains fields in a high quality manner. Will perform general maintenance duties as assigned when not performing athletic field responsibilities. Has knowledge and experience in the general care and maintenance of parks and facilities.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares athletic fields for play including striping, dragging and leveling fields. Will lay sod, repair worn out turf, spread seed, apply fertilizer, top dress and control weeds. Will properly level and maintain pitcher mounds and batter boxes.
- Prior to each season, monitor and maintain field lips and edges.
- Schedules maintenance on all athletic fields, working with Athletic Field Team.
- Supervises regular, part-time and contract employees.
- Assists with ball field related special event preparation, operation and clean-up as required.
- Maintains and conducts safety inspections of dug outs, player benches, fences, spectator bleachers, backstops, goal posts, basketball and tennis courts and other related site amenities.
- Maintains inventory of athletic field maintenance items and equipment including paint, chalk, calcined clay and repair parts.
- Inspects athletic fields and keeps documentation of all inspections.
- Schedules off-season work on athletic fields to make the playing seasons more successful.
- Operates and maintains the appearance of hand tools, power equipment, trucks, tractors, heavy equipment, landscaping equipment, snow removal equipment and all other equipment pertaining to this position.
- Assist in the hiring of new employee and completes employee evaluation.
- Must be able to respond to emergency calls 24 hours a day and be available to work evening and weekends as required.
- Reports all problems to the Ground Operation Manager.
- Performs related works as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of work safety, PPE (Personal Protective Equipment) and OSHA standards
- Knowledge of mechanical, irrigation and plumbing principles
- Knowledge of ball diamond and athletic field regulations and standards.
- Knowledge of mechanic practices, procedures, tools and equipment.
- Knowledge of preventive maintenance practices of mechanical equipment.
- Knowledge of methods, materials and equipment in the forestry/arborist industry.
- Ability to communicate and understand through oral and written instructions.
- Ability to safely operate required hand, electronic, mechanical tools and equipment.
- Ability to maintain inventory and maintenance records and files.
- Ability to read, interpret, and follow maps, routes, manuals and blueprints.
- Ability to assess, identify problems and find solutions.
- Ability to top prioritize task and time management.
- Ability to climb, stoop, kneel, crouch, crawl, bend, reach, stand, walk, push, pull, lift and grasp in performing a variety of job-related tasks and repetitive motions.

- Ability to perform a variety of semi-skilled maintenance and repair tasks to municipal facilities and property.
- Ability to perform heavy manual labor for extended periods of time, often under hot and humid conditions.
- Ability to learn job-related information, primarily through on-the-job training via oral instructions and observations.
- Ability to lift heavy objects over short distances and lighter objects over longer distances.
- Ability to ascend and descend ladders to access work areas.
- Ability to train and supervise.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

High school diploma or GED with a minimum of four years experience in athletic field maintenance, landscaping, or grounds keeping. Graduate from a two-year college curriculum specializing in turf management or park and grounds maintenance preferred. Must possess knowledge of landscape construction and turf management.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform strenuous physical labor. Ability to lift up to 100 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate CDL (Class B) Florida driver's license and an acceptable driving record with air breaks.

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Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 22/42

Location: Public Works

GERS: Regular Class