Job Description

Job Title:	Athletic Facilities Superintendent	Classification:	Classified
Department:	Parks and Recreation	Grade:	320
Occupational Group:	Maintenance and Trades	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; manages the facilities, grounds, and maintenance staff of the Parks and Recreation Department.

Essential Job Functions

Management reserves the rights 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. Regular and consistent attendance for the assigned work schedule is essential.

1. Manages and maintains City sports fields and facilities which may include athletic fields with natural grass and synthetic surfaces, field management equipment, irrigation systems, sports field lighting and sound systems, facility grounds, landscaping/ornamentals and xeriscaping, tree inventory and management, stadiums, field houses, historic sites, tennis courts, running tracks and other sports and recreational facilities, parking lots, open spaces, wooded areas, unused acreage, lakes, ponds and other water features, sod farm, nursery and greenhouses and other properties as directed.
2. Manages construction, renovation and/or reconstruction of sports facilities, whether performed in-house or by outside contractors.
3. Prepares annual budgets for maintenance and capital improvement of sports facilities in accordance with master plans and defined maintenance standards.
4. Maintains accurate and complete records on payroll, inventory, weather data, maintenance procedures, chemical applications, etc.
5. Plans maintenance and project work to achieve agreed-upon maintenance standards and master plan to comply with ADA requirements, oversees the training, scheduling and deploying of personnel to accomplish work in compliance with Federal, State, and local laws.
6. Develops and implements plans to reduce impacts on the environment including recycling, stormwater management, waste management, and erosion control; achieves LEED certification; improves overall sustainability of the facilities.
7. Implements snow and ice removal on natural and synthetic fields, and in general areas such as parking lots, bleachers, and walkways.
8. Oversees asphalt and concrete construction, repairs, and maintenance.
9. Specifies, purchases (or leases) equipment and necessary supplies/materials to maintain the sports facilities and properties.
10. Manages inventory and oversees the preventive equipment maintenance and replacement programs.
11. Develops and implements disaster planning and security measures for events and teams.
12. Communicates with users of the field, including coaches, players, parents, spectators as needed.
13. Communicates regularly with other members of the parks and recreation management team to discuss activities, goals, plans, and user input. Contributes effectively to the Parks Department,

communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

14. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
15. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
16. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
17. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Methods, principles, practices and equipment used in horticultural, groundskeeping, and landscaping; safe methods and techniques for applying a variety of insecticides, herbicides, and fertilizers; current Federal, State, and local laws and regulations affecting safety and the management and operations of sports fields and facilities (including but not limited to: employment, safety and environmental standards, laws, and regulations); principles and practices of supervision including employee training and evaluation; landscape and irrigation design and maintenance practices and standards; occupational hazards and safety precautions; assessing and prioritizing multiple tasks, projects, and demands; safe and efficient operation and maintenance of equipment according to standard operating and safety procedures; safe use of chemicals, pesticides, herbicides, and cleaning compounds; promoting and enforcing safe work practices; advanced knowledge of agronomy and environmental turf grass management practices including pest/disease/weed management; understanding of soil chemistry; working knowledge of sports field construction principles, practices, and methods; thorough understanding of the sport's governing bodies' requirements for field layout and marking; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with staff, other departments, and the public; excellent oral and written communications skills; analyzing work volume and efficiently utilizing staff and available resources to accomplish unit objectives; administrative and executive ability, especially in terms of problem solving and decision making; understanding and interpreting complex rules, regulations, policies, and guidelines; evaluating the performance of personnel; operating a personal computer utilizing Microsoft Office Suite and specialized software.

Education: High school diploma or GED equivalent required. Bachelor's degree in Construction Management, Parks Management, or related discipline is preferred.

Experience: Five years of experience in the maintenance and repair of athletic facilities and grounds; supervision experience is required. Two years of prior work experience may be substituted on a year-for-year basis for the preferred educational background.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certification as a Certified Sports Field Manager (CSFM), and current state certification or licensing as a pesticide applicator is highly desirable.

Physical Demands Requirements and Working Conditions

This position works predominantly indoor but often performs work in an outdoor environment. Sitting and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as operate a variety of hand tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information in the office environment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment. Employees working indoors are exposed with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working outdoors, employees may be exposed to loud noise levels, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	