



City of Clinton
Job Description

JOB TITLE: Athletic Field Superintendent

Exempt (Y/N): No

Location: Maintenance Building

Supervisor: Assistant Director

Salary Level/Range:

Shift: 8 hour with evening and weekends

Department: Parks and Recreation

SUMMARY: This is a supervisory as well as a working position directing and supervising the operations of the Athletic Fields section within the municipal Recreation Department. This position requires direct involvement with subordinates to accomplish assigned tasks. Work involves responsibility for scheduling, purchasing, and supervision of staff and part-time work force in the related areas of athletic fields and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans and supervises preparation of and continuing care for all athletic playing fields and immediate area.

Develops programming and plans for athletic facilities maintenance as to Department and staff required and requested standards.

Schedules subordinates as to insure availability of athletic facilities as required by athletic schedules.

Supervises subordinates or performs personally, all irrigation, fertilization, pest and weed control, overseeding, dirt work, stripping, lining, mowing and trimming of athletic facilities.

Cooperates and communicates with Recreation and Sports personnel in providing safe, clean and well maintained facilities for all athletic programs.

Works with administrative and office staff in developing a budget, maintaining records and receipt of purchases, and follow purchasing and procurement procedures.

SUPERVISORY DUTIES: Manages full time maintenance technicians and seasonal employees. Responsibilities include interviewing, training, planning, assigning, appraising performance, and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School graduation/vocational school graduation or equivalent; five years experience in grounds, parks and turf management and maintenance; or

equivalent combination of experience and education; or a graduate from an accredited four year college or university preferred, with emphasis in Turf Grass Management.

Certifications, Licenses and Registration: Certifiable in Sports Turf Management, and Recreation Sports Specialist and/or Certified Parks and Recreation Professional preferred; posses or certifiable for commercial pesticide within one year. First-aid/CPR/AED cards desired. Possess a valid Mississippi Driver's License.

Language Skills: Ability to read, analyze, and interpret information, documents, plans, labels; ability to respond to common inquires from the public.

Mathematical Skills: Ability to add, subtract, multiply, divide; ability to use common fractions and decimals in applications.

Reasoning Ability: Ability to use and apply common sense and understanding. Ability to carry out and imply simple one or two step instructions; ability to carry out and imply detailed instructions; ability to deal with problems in a standardized; unexpected or unsupervised situation; define and solve problems.

Other Skills: Ability to operate a variety of grounds equipment including but not limited to: large front deck mowers, power trimmers, tractors, utility vehicles and spray rigs.

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 talk and hear. The employee is frequently required to use hands to finger, handle and operate tools or controls. Employee is frequently required to stand, walk, sit, reach with hands; stoop, kneel, crouch, and sometimes climb. Employee must regularly lift or move up to 75 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and 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 with heavy equipment, mowers and specialized turf equipment; regularly exposed to loud noises. Employee regularly works in outside conditions from rain and cold to extreme heat; and occasionally exposed to wet humid conditions, airborne particles or fumes, vibration and toxic chemicals.