**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

**JOB TITLE:** **Athletic Facilities Supervisor** **UNION 231**
**SG:3**
**DEPARTMENT:** **Parks and Recreation – Recreation Division** **CS:N**
**FLSA:N**
**EEO4: PR**

## JOB SUMMARY:

Supervises Athletic Facilities staff in the maintenance, preparation and scheduling of ballfields, multi-use sports fields and various City athletic facilities used for a wide variety of athletic and special event functions. Responsible for accomplishing division goals for facility utilization, maintenance, customer service and cleanliness. Facilities include grass and synthetic turf playing fields, two large-scale athletic stadiums, and several youth and adult ballfields.

Plans, organizes and assigns work of athletic facilities staff, evaluates quality and quantity of work and conducts annual performance appraisals. Develops and provides training for operational programs and ensures staff meet standards and service levels. Develops, recommends and implements short and long-range facility use and maintenance strategies.

## SUPERVISORY RELATIONSHIPS:

Reports to the Recreation Manager. Works under general supervision and the guidance of City and Departmental policies and procedures. Carries out related athletic facilities goals and missions of the Department and work unit as set forth by the Recreation Manager and under the guidelines of policies, procedures, and labor contracts, as well as various governmental regulations. Provides supervision to Athletic Facilities staff in the Parks and Recreation Department.

## ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs and monitors the work of athletic facilities staff to provide clean, sanitary, safely maintained and prepared athletic facilities (indoor and outdoor) and public areas, in line with departmental standards and goals. Utilizes and incorporates maintenance management software to conduct work planning, schedule work activity, manage assets, and maintain and maximize efficiency of program areas. Monitors athletic facility usage schedules and assures appropriate staffing levels.

2. Effectively recommends hire, trains, supervises and evaluates performance of athletic facilities staff. Conducts pre-disciplinary investigations; recommends and delivers corrective action, as appropriate. Reviews and approves employee timesheets and oversees scheduling. Establishes systems and methods for training, motivating, and supervising the work team and a system of communication and cooperation among staff.

3. Develops athletic facilities, grounds maintenance and custodial standards; determines special user requirements; works with division staff to develop maintenance schedules based on user needs.

4. Performs scheduled and unscheduled inspections of all facilities for proper maintenance, preparation and cleanliness. Troubleshoots causes for below-standard cleaning and maintenance and ensures established standards are met.

5. Troubleshoots a variety of operational and event management/user group problems, such as scheduling conflicts, equipment failure, and other facility maintenance issues; resolves these within scope of authority or coordinates with appropriate entities. Keeps Recreation Manager apprised of critical issues.

6. Implements and monitors approved budget. Provides input on program area budget; develops recommendations for Recreation Manager on equipment replacement and needed materials.

7. Responds to service requests from users of City athletic facilities and internal staff. Coordinates or assigns needed facility services. Refers major or controversial requests to Recreation Manager for review. Works with other divisions, departments and agencies to facilitate and coordinate services, as appropriate.

8. Trains and orients employees to ballfield and facility maintenance and custodial programs, personnel assignments, equipment, policies and procedures. Responsible for safety training and monitors compliance of employees with safety rules. Maintains Material Safety Data Sheets for work group.

9. Procures equipment, material, and other resources to enable staff to carry out the assigned work. Obtains quotes and oversees work of outside contractors.

10. Monitors and reviews status of building systems such as HVAC, security, plumbing, PA, and related equipment. Reports problems to maintenance for appropriate action.

11. Completes necessary documentation for work processes including documenting use of pesticides, maintaining use records and recording and reporting facility use statistics to Recreation Manager. Composes correspondence, reports and other documents necessary.

## ADDITIONAL WORK PERFORMED:

1. May assist in coordinating and planning related capital improvement projects, as assigned.

2. Participates in the annual planning process for the development of goals and objectives.

3. Assists Recreation Manager in improving processes and programs through participation on special projects, program assignments and initiatives.

4. Conducts, attends and participates in a variety of team or departmental meetings.

5. Occasionally fills in during staff absences.

6. Performs other related work of a similar nature and level.

## PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough technical knowledge of multi-use sports field maintenance and repair - both natural and synthetic turf

- Work processes and equipment used in athletic field preparations and facility custodial work.
- Working knowledge of and ability to learn City personnel policies and procedures and labor contract provisions for the workgroup.
- Working knowledge of departmental policies and procedures.

Skill in:
- Good communications skills and interpersonal sensitivity for developing and maintaining effective working relationships with employees, other department and City personnel and citizens.
- Good leadership skills including the ability to plan and organize the work of others, and train employees in work processes and techniques.
- Good time-management skills.
- Good written communications skills for producing a variety of correspondence and reports.
- Use of computers and software related to City-wide communications, timekeeping, recordkeeping, facility maintenance and custodial management.

Ability to:
- Utilize and incorporate technological resources, including maintenance management software, and to learn and adapt to new technology, keeping skills up-to-date.
- Read, understand and work from plans and drawings.
- Maintain consistent and punctual attendance.
- Form effective and positive working relationships with athletic facility user groups; communicate effectively with other departmental and City work groups, and outside agencies to coordinate services.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Work positively and productively while balancing multiple priorities.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle and operate power equipment safely in a noisy work environment;
  - Stand or sit for long periods of time;
  - Move between work sites, including over irregular terrain;
  - Occasionally perform heavy and demanding physical labor including digging, hauling and operating heavy equipment;
  - Lift and move up to 50 pounds on a regular basis and up to 100 pounds with lifting equipment.

## WORKING ENVIRONMENT:

Work is performed out-of-doors in all weather conditions. Some routine work is performed indoors. Some hazardous conditions exist when handling and applying pesticides. Moderate risk is involved while working with mechanical tools and equipment.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- Four years of experience in facilities management, athletic facility maintenance, grounds maintenance or closely related field.
- High school diploma or equivalent.
- Two years of lead or supervisory experience required.

- College or vocational coursework in facilities management or related field preferred.
- Experience with maintenance management software preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

## NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Applicant must submit a three-year driving record prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Willingness and ability to be called out in response to occasional custodial/maintenance emergencies.
- Willingness and ability to work evenings and weekends with flexibility to attend daytime meetings, training and other functions.
- Ability to secure and maintain a valid Washington State Pesticide License within 12 months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.

**PREPARED BY:** M. Bianconi
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4/19

**REVIEWED BY:**_____
Leslie Bryson, Director
Parks and Recreation