CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Park Specialist - Athletic Facilities**	**UNION:1937**
		SG:112
CLASS TITLE:	**Park Specialist – Grounds**	**CS:E/P**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4/SOCCODE:SC/37-3011**

JOB SUMMARY:

Plans, schedules, establishes performance standards, monitors and implements all work activities in the Athletic Facilities program area. Performs duties associated with the operation and maintenance of Athletic Field and Facilities program at Civic Field and City-scheduled ball fields. Prepares athletic fields, and coordinates schedules with Recreation Division. Serves as lead to staff assigned to program area; provides training, technical guidance, day-to-day direction and provides input on performance evaluations. Provides input on budgetary requirements, recommends new construction and renovation, and develops and implements an integrated pest management program for area of responsibility. Responsible for the selection, care, operation and replacement of all equipment for the program area. Tracks and orders materials, equipment and supplies for program area.

SUPERVISORY RELATIONSHIPS:

Reports to Athletic Facilities Supervisor. Work is performed under general supervision and the guidance of City and Departmental policy and procedure and applicable federal, state and local statutes and regulations. Serves as lead worker to Park Technicians, Park Workers, seasonal employees, as well as volunteers assigned to the program area. Coordinates activities with other Park Specialists.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Under general supervision, develops and implements work programs and schedules for all aspects of program area. Works with Supervisor to develop maintenance standards and determine special user requirements. Inspects, documents and updates inventories and maintenance requirements for program area; maintains information as required in computerized maintenance management system (CMMS).

2. Serves as lead worker to lower classified staff in the program area; provides training, technical guidance and day-to-day direction. Assists in hiring seasonal and regular-non-benefited staff, subject to supervisor approval. Makes recommendations regarding hiring of permanent staff and disciplinary action of all employees in program area. Provides information regarding employee performance to supervisor.

3. Prepares appropriate maintenance schedules for the athletic facilities used for league play or approved special events.

4. Oversees all equipment within the program area, including maintenance coordination, inventory and repair history, and facilitates replacement. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

5. In cooperation with Recreation Division, coordinates start times and special needs with high schools, college athletic directors, coaches and their staffs.

6. Performs and/or oversees the work activity of assigned personnel in the initial layout and daily preparation of athletic fields including but not limited to football, softball, baseball, soccer, track and rugby.

7. Performs and/or oversees the day-to-day work activity of assigned personnel in the operation of athletic facilities including cleaning, security oversight, key custody, and operation of public address, heating, and lighting systems.

8. Responds to public inquiry concerning information about scheduled activities. Refers requests to schedule activities or events to Recreation Division sports staff.

9. Coordinates with Recreation Division staff to determine schedules for various athletic areas and reports use of facilities.

10. Performs basic facility maintenance functions such as painting and minor carpentry repairs. Refers major facility problems to immediate supervisor.

11. Performs and/or oversees grounds maintenance functions as necessary such as turf repair, aerification, mowing, trimming, fertilizing, topdressing, and weeding.

12. Operates irrigation systems within turf areas at various city facilities.

13. Performs the work of the class below as needed or assigned.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of this classification.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet programs and relational databases.
- A working knowledge of special athletic field and facility needs for various sports.
- A working knowledge of minor turf maintenance and repair.
- A working knowledge of soil science.
- A working knowledge of basic horticulture skills and building maintenance.
- Knowledge and skill in the operation of a wide range of tractors and other specialized equipment used in this type of work.
- Working knowledge of City and Departmental policies and procedures.
- Working knowledge of Computerized Maintenance Management Systems (CMMS), including the ability to produce reports, schedule work, organize spare parts, convert information to Excel and provide feedback for asset management or facilities management program.

Skill in:

- Provide excellent customer service to internal and external customers.
- Troubleshoot, identify, problem solve and perform necessary repairs to complex electrical problems and malfunctions.
- Planning, assigning and scheduling the work of personnel and athletic fieldwork activities.
- Supervisory skills including leadership, problem solving, interpersonal sensitivity, adaptability/flexibility and time management.

Ability to:
- Communicate effectively.
- Ability and willingness to perform assigned work independently with minimal supervision.
- Read, understand and interpret for others information in complex technical manuals, drawings, blueprints and schematics.
- Quickly analyze, diagnose, and troubleshoot various types of equipment.
- Evaluate existing equipment and determine most efficient repair or replacement procedure.
- Evaluate new or replacement equipment for most efficient life cycle.
- Ability and willingness to follow oral and written instructions.
- Follow established safety rules and regulations and the ability to independently recognize and rectify hazardous safety situations.
- Pursue ongoing training to improve knowledge and skills in athletic fields and grounds care.
- Ability and willingness to work outdoors in all types of weather conditions and indoors in tight confined spaces as needed.
- Ability to multi-task and manage multiple deadlines.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Adequate hearing;
  - Correctable vision;
  - Manual dexterity to work with small parts, operate a computer workstation and power equipment;
  - Perform physical labor including operating heavy equipment, climbing, bending and working from ladders;
  - Work from heights of up to 50 feet;
  - Ability to lift moderately heavy objects up to 50 lbs., including fertilizer, ballfield material, athletic equipment, paint, and marking materials. Equipment and materials in excess of this weight are lifted with assistance
  - Frequently communicate verbally;
  - Move between work sites.

WORKING ENVIRONMENT:

Work is performed primarily outdoors in developed and undeveloped areas with frequent exposure to outdoor weather conditions. Work is occasionally performed in an office setting at a desk or computer workstation. Frequent exposure to difficult terrain and loud noises. Some hazardous conditions exist when handling and applying pesticides. Moderate risk is involved while working with mechanical tools and equipment and site conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years of work experience in maintenance of athletic fields and grounds maintenance.

- One year of vocational school or related coursework in horticulture/grounds/turf care may substitute for one year of required experience.
- One year lead worker experience.
- Experience in preparation of facilities/fields for special events preferred.
- Experience using Computerized Maintenance Management Systems (CMMS) preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- 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.
- Must secure and maintain a Flagging/Traffic Control Certification within 12 months of hire.
- Willingness and ability to respond to callouts for emergencies, or when special circumstances require.

PREPARED BY: J. Ivary
11/84

REVIEWED BY: _____
Nicole Oliver, Director
Parks and Recreation

REVISED BY: J. Ivary
C. Sellin
4/91
S. Nordeen
L. Hill
2/02
M. Bianconi
A. Sullivan
7/21
M. Bianconi
A.Silva
6/26