

JOB DESCRIPTION

City of Kerrville, Texas

Effective Date: April 2017

Position Title:

HR Control #: 155-B01

SPORTS COMPLEX SUPERVISOR

Department	Parks and Recreation	Pay Grade	28
Division	Sports Complex	FLSA Classification	Non-exempt
Immediate Supervisor	Sports Complex Manager	Employment Status	Regular Full-time

Job Summary:

Assist the Sports Complex Manager with operations of the Sports Complex. Responsible for all aspects of maintenance for the Kerrville Sports Complex including playing fields, support facilities, area grounds, turf and irrigation, sports field and area lighting, parking, materials, building maintenance, and equipment. Responsibilities include supervision of staff, financial management, resource and equipment management, managing lease / license agreements, coordination with agencies, and marketing. Required to be available and respond to emergency on call situations 24 hours a day. Required to work evenings and weekends during peak operating seasons.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Principle Duties and Responsibilities:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Oversee and perform grounds mowing, trimming, spraying, trash removal, tree pruning, drainage work, field marking and debris removal in assigned areas.
2. Maintain the Sports Complex property by removing debris, trash, graffiti, and dead animals.
3. Assist in the marketing, tournament recruitment, reservations, and scheduling of the soccer complex and coordinate with other service providers on baseball complex marketing and scheduling.
4. Inspect and operate field maintenance equipment, irrigation equipment, mowers, and sports equipment daily and makes necessary repairs.
5. Assist in new projects by constructing walks, trails, bridges, landscaping, and other concrete finishing installations, and performing other duties as assigned.
6. Direct and supervise assigned staff.
7. Assist in the purchasing of materials and equipment as well as developing and maintaining yearly budgets. Assist other departments as needed.
8. Develop a working knowledge of turf grass maintenance and sports field practices.
9. Develop a working knowledge of the day to day needs of baseball, softball, and soccer leagues and tournaments.
10. Assist in overseeing the security system and monitor the IT services to buildings.
11. Assist in coordinating with other departments and agencies for special events.
12. Performs other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of a specific vocational, administrative, or technical nature that may be obtained with training past high school from a college, technical, business, vocational, or correspondence school.
- Knowledge of practices, procedures and techniques related to sports fields and turf maintenance.
- Knowledge of irrigation system installation and maintenance.
- Public relations skills and the ability to foster relationships with leagues and partnerships.
- Ability to function as a lead worker performing essentially the same work as those directed, and includes training, instructing and scheduling work.
- Ability to effectively communicate both verbally and in writing.
- Ability to effectively lead and instruct assigned staff in the accomplishment of duties.
- Ability to assist in implementing safety plans for staff and facility patrons.
- Ability to enforce appropriate laws, policies, and procedures in a fair and consistent manner.
- Ability to maintain regular and predictable attendance.

Machines, Tools, Equipment and Work Aids:

- Large and small mowing and trimming equipment, tractors of different sizes, backhoe, dump truck, bucket truck, trailer, wood chipper, irrigation systems, chain saw, pole saw, air compressor, spray rig, and backpack sprayer.
- Rubber gloves, safety glasses, hard hat, steel toe boots, ear protection, back brace, and weather gear.
- Computer and related software, vehicle, and grounds carts.

Education, Certification and Experience Required:

- Possession of a High School Diploma or equivalent with a minimum of two years of related experience to include supervisory experience as well.
- Possession of a valid Texas Commercial Driver's License, or ability to obtain within six months of employment.
- Ability to obtain a Texas Applicators License (Ornamentals and Turf Grass) within one year of employment.

Physical and Environmental Conditions:

Duties are generally performed citywide in both outdoor and indoor settings. This is medium to heavy work requiring the exertion of fifty (50) pounds of force occasionally, up to twenty (20) pounds of force frequently, and up to ten (10) pounds of force constantly to move, lift and push objects. Work requires climbing, stooping, kneeling, crouching, standing, walking, pushing and pulling. This position is subject to outside environmental conditions, including extreme cold, extreme heat, hazards, and atmospheric conditions.

Special Requirements:

- Requires 24 hour on-call availability to include weekends, nights, holidays, before, during and after adverse weather conditions and emergency situations, as required and needed.

Signature/Approval:

I hereby acknowledge review and understanding of this job description and can perform the duties of this position:

with a reasonable accommodation

without a reasonable accommodation.

_____ Printed Name of Employee	_____ Signature of Employee	_____ Date
Sports Complex Manager _____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
Director of Parks & Recreation _____ Job Title of Department Director	_____ Signature of Department Director	_____ Date