

<b>Job Class Code: 4250</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

Under general supervision, this class provides oversight and management of the Athletic Maintenance Section, including specialized management of all turf areas within the City's recreation and park system. The class is responsible for assisting supervisor, reviewing work assignments, planning work, securing materials, tools, and equipment, assigning and overseeing work, assisting with budgets, contracts, or other administrative functions, and completing work related logs, forms, and reports. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. Reports to the Parks and Municipal Services Superintendent.

**TYPICAL TASKS**

- Responsible for the effective supervision and administration of the Athletic Maintenance Section including completion of required reports, operating and capital improvement budget preparation and monitoring, selection, training, performance management, employee relations, prioritizing and assigning work and related activities.
- Develops, implements, and coordinates short and long-range plans pertaining to athletic fields and the park natural turf activity areas to include all aspects of irrigation and irrigation systems, weed control, fertilization, turf development, turf repair, turf renovation, grass cutting, cutting procedures, soil testing, field drainage, landscaping, new turf establishment, disease prevention, mowing schedules, infield preparation and construction for City athletic fields and all park areas with natural turf.
- Develops and recommends policies and procedures; establishes maintenance schedules for turfed facilities, recommends internal section organization; and establishes and implements management systems to effectively meet operating goals and objectives.
- Coordinates field and turf maintenance and activity schedules and programs with program coordinators and other community and organizational representatives.
- Ensures proper maintenance and operation of related athletic field and parks turf management equipment such as top-dresser, motor grader, tractors, mowers, dump truck and aerator; operates equipment occasionally.
- Performs other duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, and volumes, and computes ratios, rates, and percentages.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, blueprints, and charts to solve practical problems; speaks informally to groups of co-workers and staff; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs specialized technical and professional work requiring extensive understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, and the general public.
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<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
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<b>Knowledge</b>	<p>Comprehensive knowledge of the principals, tool, and practices used in the establishment and maintenance of natural turf areas including knowledge of different types of grasses, proper fertilization and irrigation, disease and overuse remedies, repair and replacement of sections, as well as equipment associated with turf development and care.</p> <p>Comprehensive knowledge of the principles, methods, tools and practices used in athletic field and turf construction and maintenance to include the proper use and application of herbicides, pesticides, and irrigation systems as well as proper blends of infield dirt mixes. Evaluates athletic field and park related equipment within established turf areas such as fences, goals, bleachers, benches, base pegs, mounds, amphitheater seating, ponds, etc.</p> <p>Extensive knowledge of principles and processes for providing customer service to include significant cooperative agreements with recreational staff, school and community organizations.</p> <p>Extensive knowledge of occupational and equipment hazards, safety precautions, and safety regulations related to park and recreational activities and other work related precautions.</p> <p>Extensive knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff and facilities.</p>
<b>Skills</b>	<p>Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy to include information on maintenance plans.</p> <p>Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, community organizations, schools, and the public. Effectively responds to and resolves complex inquiries and disputes.</p>
<b>Abilities</b>	<p>Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.</p> <p>Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions. Ability to make quick and effective weather related decisions on facilities for special events and recreational activities.</p> <p>Ability to establish and implement effective administrative programs and procedures and to work within the programming requirements of recreational activities. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.</p> <p>Ability to perform arithmetic and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data. Ability to work within a structured operational budget. Assists with development of operational budget.</p>

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in Agronomy, Turf Grass Management, or a related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of full-time equivalent experience in athletic turf grass maintenance, including experience in the application of fertilizers and pesticides on turf grass, and a minimum of one year of lead or supervisory experience.
<b>Special Certifications and Licenses</b>	Requires a valid Commercial's Driver's License with appropriate endorsements and a Certified Applicators License, Class 3A and 3B, within six months of employment. Also requires a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*