

## **POSITION DESCRIPTION**

**Class Title: Athletic/Facility Supervisor**

**Department: Parks and Recreation**

**Worker's comp Group No.: 054**

**Date: December 2018**

### **GENERAL PURPOSE**

Assists in the administration and supervision of the operation for the Town of Wytheville's Athletics Department and supervision of the Wytheville Community Center. Performs and or coordinates all routine maintenance for the athletic fields.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Athletics Coordinator and the general supervision of the Assistant Director of Parks and Recreation.

### **SUPERVISION EXERCISED**

Supervises participants, coaches and spectators while they are participating or spectating in athletic programs and participants use of the Community Center. Supervises the Assistant Athletic Supervisors and other employees and volunteers, in their work area as assigned. Supervises seasonal Athletic Field Worker (mower).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists the Athletic Coordinator in the administration of the Community Center and Athletic events as requested including, but not limited to, determining work procedures, preparing work schedules, expediting workflow; assisting in training, motivating and evaluating staff; coordinating programs; collecting fees; distributing equipment.

Assists the Athletic Coordinator in the maintenance of the athletic equipment; monitors and maintains all fields, equipment, tractors, mowers and athletic maintenance storage building.

Maintains safe, clean, orderly environment always; enforces all policies and procedures of the department; confronts inappropriate behavior and deals with problems according to established procedures.

Maintains harmony among workers and resolves problems; assists subordinates in performing duties.

Assists in the preparation of required reports; prepares attendance, accident and routine accounting reports; coordinates, schedules and maintains related records and statistics for programs and personnel.

Performs a variety of miscellaneous duties such as answering phone, running errands, selling tickets, collecting fees, making field arrangements for athletics, setting up for rentals, programs, events, etc.

Promotes interest and provides information regarding recreation programs to the public and others as requested.

Prepares or coordinates all work to be done to all athletic fields for practices and games, prepares the athletic equipment for participant use, inspects and inventories athletic equipment for proper care and to meet the safety standards and properly stores all equipment for sports and maintenance; cleans all equipment as needed. Keeps an organized and well-maintained maintenance building inside and outside.

Serves as the Field/Gym or Community Center Supervisor as assigned. Occasionally serves as a game official as needed and assigned. Knows all Departmental and VHSL rules. Plans and organizes athletic clinics for coaches and players and assists the Athletic Coordinator with organization of Leagues. Supervises and assists with athletic event set up and clean up for practices and games. Will assist the Athletic Coordinator in research and create new athletic programs and enhance existing programs and safety needs for the participants.

Participates in safety programs.

Operate a variety of mowers to maintain athletic fields and lawns; inspect tractor and mower for safe and proper operation; maintain equipment as needed, replacing fuel, fluids, and oil.

Mow, edge, trim and rake fields; plant, cultivate and water; weed killing; operate riding mowers, push mowers, light-duty vehicles, blowers, sweeper, trimmers, edger, and weed eaters.

Rake, sweep, blow and pick up clippings, paper, and trash from athletic fields, parks and shelters as needed.

Prepare the fields which will include dragging the infield, chalking the field according to specified dimensions, watering infield, and setting bases.

Field Maintenance will include filling infield holes, adding clay to infield when necessary and inspecting the ball fields for proper safety.

Utilize independent judgment in performing grounds maintenance activities.

Opens and closes, locks and unlocks facilities as needed. Routinely sets up the gym for athletic events and the multi-purpose rooms for rentals.

Keeps records of work completed.

Maintains current skills and knowledge in the proper and safe techniques of equipment and field maintenance.

Understand and follow oral and written directions.

## **PERIPHERAL DUTIES**

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

Must be able to perform moderate to heavy physical work with prolonged standing and walking for extended periods of time, walking over rough or uneven surfaces, stretching, bending, and pushing, stooping, climbing, crouching, crawling, moving, lifting and carrying loads weighing between 50-95 pounds.

Assists in setup and cleanup associated with meetings in the Community/Meeting Center.

Other duties as may be assigned.

Performs related work as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### ***Education and Experience:***

- High School Diploma or equivalent.
- One year's experience in Athletic/Field Maintenance preferred.
- A four-year degree in Parks and Recreation/Sports Management or related field preferred.
- One year's experience in supervisory position.
- Any equivalent combination of education and experience.
- Familiar with Athletic events and VHSL rules.

### ***Necessary Knowledge, Skills, and Abilities:***

- Ability to demonstrate a working knowledge of the equipment, facilities and field lay out and upkeep for all sports.
- Skill in operation of listed tools and equipment.
- Ability to deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; ability to establish and maintain effective working relationships with employees, supervisors and the public.

## **SPECIAL REQUIREMENTS**

First Aid and CPR Certification required; Applicant must have current certifications required or must obtain them upon employment. Sports experience preferred. VHSL officials certifications/Grade 8 Soccer officiating preferred or may be required to obtain within a reasonable amount of time.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

## **TOOLS AND EQUIPMENT USED**

Computer, computer software, calculator, copy machine, portable radio, automobile, telephone, stop watches / Gym score clocks, timers, tractors, mowers, weed eaters, aerators, field drags, pressure washer, paint machines or any other assigned equipment.

## **PHYSICAL DEMANDS**

The physical demand 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 frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision and the 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 is frequently exposed to wet and humid conditions. Will work at the outdoor sports complexes and parks during the summer being exposed to intense sun.

The noise level in the work environment is moderate while in the office and loud when operating field equipment.

## **SELECTION GUIDELINES**

Formal applications, rating of education and experience; oral interview and reference checks; criminal background investigation; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: December 10, 2018 Revision History: \_\_\_\_\_