

## SPORTS FIELD SUPERVISOR

**Department:** Leisure Services  
**Division:** Recreation  
**Reports to:** Leisure Services Director

**Classification/Grade:** M-1/T  
**FLSA Status:** Exempt  
**Date Approved:** July 2011

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Under the supervision of the Leisure Services Director, the Sports Field Supervisor is responsible for the direction of, and the overseeing of all programs, maintenance, and use of the sports fields in the City of Mesquite. He/she will be responsible for providing leadership to his/her crew, planning maintenance schedules, developing and supervising staff, promoting positive working relationships with outside tournament directors, and assisting in community special events as needed. The Sports Field Supervisor exercises responsible professional judgment and technical skill, and performs other related work as required.

### **ESSENTIAL JOBFUNCTIONS AND RESPONSIBILITIES:**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, initiate, organize, evaluate and supervise an extensive sports field maintenance program to ensure the use of fields as needed by the community and outside events.
3. Assist in the recruiting, training, evaluating, and supervising of recreation and parks personnel, interns, instructors, umpires, officials, and volunteers.
4. Assist in supervising, training, and evaluating members of the recreation and parks staff.
5. Schedule personnel in order to ensure the successful operation of maintenance activities and tournament help.
6. Utilize computer systems for searching, tracking and evaluating operations and maintenance activities.
7. Develop training and safety programs: maintain compliance with OSHA regulations and standards.
8. Receive and review reports, suggestions, and complaints from public and either take or recommend suitable action.
9. Relate the policies of the sports fields to the general public through press releases, meetings, letters or emails as needed.
10. Remain sensitive and aware of community recreation needs.
11. Maintain a high level of communication with tournament directors, staff, media, Director, and other department staff.
12. Prepare budget estimates, keep accurate records, and give capital project recommendations as needed.
13. Attend various community meetings and/or functions and give oral presentations as required.
14. Work week is flexibly scheduled and will include some evenings, weekends, and holiday shifts.
15. Be dependable and meet acceptable attendance requirements at all times.
16. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS:**

- A. Assist with the planning, development and execution of community-wide celebrations and events.
- B. Perform other related duties as assigned.

## **QUALIFICATIONS:**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

### **Knowledge of:**

- Operation of grounds equipment.
- Sports fields and current practices in their maintenance.
- Horticulture and irrigation systems.
- Maintenance, construction, and repair methods and procedures used in assigned area.
- Safety practices and procedures applicable to area of assignment.
- Safe and effective operating practices of light and heavy equipment used in assigned area.

### **Ability to:**

- Operate heavy equipment and power tools used in public works maintenance operations.
- Maintain and repair grounds equipment.
- Work independently or as part of a crew.
- Work flexible hours, including weekends, holidays and special events

### **Special Requirements**

**Residency Requirement:** Must be able to respond within 15 minutes from residence.

### **Experience, Education & Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

<u>Education:</u>	High school diploma or GED. BA/BSC from college or university preferred.
<u>Experience:</u>	Five year experience in grounds or fields maintenance.
<u>Training:</u>	Classes as required to perform job.
<u>License or Certificate:</u>	Pesticide and herbicide use certification. Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

## **WORKING CONDITIONS:**

Work is performed under the following conditions:

Work is primarily performed outside; at sports parks, cemetery and rodeo grounds, in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive noise and vibration.

### **Physical Requirements:**

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, frequent kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Weekend, holiday and evening work is required.

### **Job Hazard/Risk Factors:**

Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, heavy equipment, working in and around lawn mowers and grounds equipment, hazardous gases, fumes, paint, chemicals and pesticides.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised and Approved: June 2008  
July 2011 (Department)