

# City of Madison

## Job Description



**Title: Lead Sport Field Technician**

**Department: Parks & Recreation**

**FLSA Status: Non-Exempt**

**Pay Grade: 105**

**New Position**

**Position Change**

**Effective Date 9/7/2009**

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

### **General Position Summary:**

Under the direction of the Maintenance Supervisor within the Madison Parks and Recreation Department, the Lead Sports Field Technician performs all aspects of field and turf management for this department. This position will work closely with field consultants with all athletic fields in the city. The position will monitor work performance of crew, addressing issues pertaining to athletic field. This person will also be the point of contact for field preparation for all practices, games, tournaments and special events.

### **Essential Functions/Major Responsibilities:**

- Plans, implements, and oversees daily maintenance of athletic fields.
- Performs various athletic field maintenance tasks such as mowing, dragging infields, lining/painting fields, chalking, raking and setting bases and laying out fields.
- Maintains inventory of tools, equipment, and supplies issued to field crews.
- Communicates supply needs and coordinates equipment servicing or replacement.
- Oversees preventive maintenance of field equipment and machinery.
- Supervises field maintenance crews by assigning tasks, monitoring progress, inspecting work, and providing feedback for improvement.
- Coordinates field preparation for practices, games, tournaments, and special events in collaboration with maintenance supervisors and programming staff.
- Safely operates power equipment and machinery, including mowers, drags, blowers, pressure washers, weed eaters, sprayers, and tractors.
- Inspects field equipment and maintenance vehicles prior to daily use.
- Conducts daily field inspections and reports unsafe conditions, hazards, drainage issues, or damage to maintenance supervisors.
- Prepares special reports and provides maintenance and improvement recommendations as needed.
- Recommends equipment, tools, specialty supplies, and materials required for field preparation and maintenance.
- Assists team members and other employees to meet deadlines and maintain schedules.
- Reports damage, injuries, or accidents to maintenance supervisors immediately.
- Works regularly with turf and field management consultants and follows contractor guidance.
- Repairs, schedules, and routinely inspects field irrigation systems throughout the year.
- Communicates with upper management regarding goals, plans, objectives, budgets, and field usage.

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- Maintains cooperative working relationships with coworkers, other departments, board members, and the public to deliver positive customer service.
- Promotes and complies with occupational health and safety regulations and safe work practices.
- Assists with special projects, seasonal duties, emergency response, and event setup as required. May include flexible hours over weekend and at night.

### **Secondary Functions:**

- Moves file boxes and other office items for office personnel, as requested.
- Maintains city vehicles, including gas, wash and vacuum.
- Performs other related duties as required.

### **Job Scope:**

- Provides training and leadership to other worker(s).
- Performs duties with little direction given.
- The supervisor assigns work in terms of somewhat general instructions.
- The supervisor spot-checks completed work for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.
- Guidelines are generally clear and specific, but may require some interpretation in application.

### **Supervisory Responsibility:**

None.

### **Interpersonal Contacts:**

- This position has contact with physicians, dentists, co-workers, bankers, retailers, volunteers, and Senior Center patrons.
- The purpose of contact is to provide services for Senior Center patrons.

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

- Knowledge of athletic field and turf maintenance practices, including soil management, irrigation, drainage, and field safety standards.
- Knowledge of preventive maintenance procedures for tools, equipment, and maintenance vehicles.
- Knowledge of safe operation and maintenance of power equipment and machinery.
- Knowledge of occupational health and safety regulations and safe work practices.
- Knowledge of irrigation systems, troubleshooting techniques, and seasonal maintenance requirements.
- Knowledge of scheduling and coordinating field usage for practices, games, and special events.
- Knowledge of supervisory practices, including task assignment, performance monitoring, and providing feedback.
- Knowledge of basic reporting, recordkeeping, and documentation procedures.
- Knowledge of customer service principles and public-facing communication.
- Skill in operating and maintaining power equipment such as mowers, tractors, sprayers, and related field maintenance machinery.
- Skill in inspecting athletic fields, identifying hazards, and determining appropriate corrective actions.
- Skill in supervising field maintenance crews, assigning work, and monitoring quality and productivity.
- Skill in coordinating multiple tasks and priorities to meet schedules and deadlines.
- Skill in communicating clearly and effectively with supervisors, coworkers, contractors, and the public.
- Skill in maintaining accurate records related to equipment, inventory, and field conditions.
- Skill in preparing reports and making recommendations related to field conditions and maintenance needs.

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- Skill in promoting safe work practices and ensuring compliance with safety regulations.
- Ability to work independently and make sound decisions in the field.
- Ability to identify unsafe conditions, equipment issues, and field hazards and take appropriate action.
- Ability to plan, organize, and coordinate field preparation for multiple events.
- Ability to lead and motivate field maintenance staff while maintaining productivity and morale.
- Ability to follow written and verbal instructions from supervisors and contractors.
- Ability to establish and maintain effective working relationships with coworkers, other departments, contractors, and the public.
- Ability to adapt to changing priorities, weather conditions, and emergency situations.
- Ability to perform physical work for extended periods, including lifting, bending, walking, and operating equipment.
- Ability to communicate technical information clearly in both verbal and written formats.

**Education and/or Experience:**

- High School Diploma or GED.
- Two (2) years of experience working in janitorial/custodian field performing similar tasks to job responsibilities.
- Strong work history of dependability and performance.

**Additional Requirements:**

- Alabama Driver’s license, ability to obtain a Commercial Driver’s License (CDL) and good driving record required for delivery of cleaning equipment, supplies and transporting patrons.
- Must maintain CDL (Commercial Driver’s License) and a strong driving record for city-insurance purpose and record may be periodically checked by the City.
- Strong background record required, due to accessibility to employee property and Senior citizens.

**Job Conditions:**

- Job requires slip resistance/steel toe footwear to be worn during work hours.

**Physical Capabilities:**

- This position’s physical requirements involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Work is performed while intermittently sitting, standing, stooping, walking, bending, or crouching.
- The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- Must be able to drive for long periods of time.
- The employee must distinguish between shades of color.
- Must be able to work around noise, dust, dirt, germs, grease, machinery with moving parts, irritating chemicals, cleaning supplies, occasional cold or inclement weather and unsanitary conditions at times.

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**Mayor Approval**

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**Date**

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**Department Head Approval**

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**Date**