



Job Title: Grounds Athletic Supervisor

Exemption Status/Test: Non-Exempt

Reports to: Grounds Manager

Date Revised: April 14, 2016

Dept. /School: Maintenance/Grounds

Primary Purpose:

Oversee all daily operations of Athletics, Concrete, Fence/Playground/Welding, Irrigation, and Herbicide/Pesticide departments. Depending on season personnel may vary 30-35 employees on daily bases. Responsible for delegating work assignments, overseeing jobs are completed in a timely manner.

Qualifications:

Education/Certification:

- High School Diploma or GED
- Valid Texas driver license with a good driving record/ CDL required
- Bilingual preferred
- Five (5) years' experience in the care and maintenance of athletic fields, turf, or recreation areas
- Experience with irrigation system operation and troubleshooting knowledge
- Must have current herbicide/pesticide license
- Computer background or experience preferred
- Ability to work and schedule contractors, special crews, etc. as needed
- Strong IPM practice
- TDA/Structural herbicide/pesticide license

Experience:

Minimum five (5) years' experience in supervisor/management role

Special Knowledge/Skills:

- Knowledge of operation of Heavy Equipment
- Knowledge of city codes and permit requirements
- Good communicator
- Should be able to work and learn from others
- Ability to manage a large staff including hiring and reprimanding
- Ability to train employees and staff on each of the areas overseen
- Ability to follow directions
- Ability to get along with others
- Ability to complete task in a timely manner
- Willing to complete other duties as assigned
- Knowledge and understanding of athletic turf care management
- Knowledge of tools, methods of materials used in grounds construction, landscaped area maintenance worked, and building maintenance and improvement
- Good organizational and people skills
- Ability to handle high-volume, fast paced work loads
- Ability to monitor and maintain adequate supplies- coordinate with Supervisor to order
- Computer proficiency in Microsoft Word, Excel, Outlook, and SchoolDude
- Ability to manage several different Budgets

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Must be skilled with a variety of lawn tools

Motion: Ability to climb on and off equipment

Lifting: Frequently lift 10 to 80 pounds

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.