

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Park Specialist - Athletic Facilities	UNION:1937
CLASS TITLE:	Park Specialist – Grounds	SG:12
DEPARTMENT:	Parks and Recreation Recreation	CS:E/P FLSA:Y EEO4CODE:SC

JOB SUMMARY:

Performs duties associated with the operation and maintenance of Athletic Field and Facilities program at Civic Field and City-scheduled ball fields. Prepares athletic fields, and coordinates schedules with Recreation Division. Trains and oversees work crews and performs building and grounds maintenance. Provides technical direction and training to staff, provides input on budgetary requirements, recommends new construction and renovation, and develops and implements an integrated pest management program for area of responsibility. Responsible for the selection, care, operation and replacement of all equipment for the program area. Oversees staff assigned to program area and provides input on performance evaluations. Assists in hiring seasonal and regular-non-benefited staff, subject to supervisor approval. Tracks and orders materials, equipment and supplies for program area.

SUPERVISORY RELATIONSHIPS:

Reports to Athletic Facilities Supervisor Provides best management practices, scheduling, budgetary and staffing input to the supervisor for review. Works with the Supervisor to establish priorities and resource allocation for the Athletic Field and Facilities program. Oversees the day-to-day activities of Park Technicians, Park Workers, seasonal employees, regular-non-benefitted and other personnel as assigned. Coordinates activities with other Park Specialists.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops and implements work programs and schedules for all aspects of program area. Works with Supervisor to develop maintenance standards and determine special user requirements. Inspects, documents and updates inventories and maintenance requirements for program area; maintains information as required in computerized maintenance management system (CMMS).
2. Oversees day-to-day work of all staff in the program area. Assists in hiring seasonal and regular-non-benefited staff, subject to supervisor approval. Makes recommendations regarding hiring of permanent staff and disciplinary action of all employees in program area. Provides training to assigned staff. Provides information regarding employee performance to supervisor.
3. Prepares appropriate maintenance schedules for the athletic facilities used for league play or approved special events.
4. Oversees all equipment within the program area, including maintenance coordination, inventory and repair history, and facilitates replacement. Tracks and orders materials,

equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

5. In cooperation with Recreation Division, coordinates start times and special needs with high schools, college athletic directors, coaches and their staffs.
6. Performs and/or oversees the work activity of assigned personnel in the initial layout and daily preparation of athletic fields including but not limited to football, softball, baseball, soccer, track and rugby.
7. Performs and/or oversees the day-to-day work activity of assigned personnel in the operation of athletic facilities including cleaning, security oversight, key custody, and operation of public address, heating, and lighting systems.
8. Responds to public inquiry concerning information about scheduled activities. Refers requests to schedule activities or events to Recreation Division sports staff.
9. Coordinates with Recreation Division staff to determine schedules for various athletic areas and reports use of facilities.
10. Performs basic facility maintenance functions such as painting and minor carpentry repairs. Refers major facility problems to immediate supervisor.
11. Performs and/or oversees grounds maintenance functions as necessary such as turf repair, aerification, mowing, trimming, fertilizing, topdressing, and weeding.
12. Operates irrigation systems within turf areas at various city facilities.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of this classification.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet programs and relational databases.
- A working knowledge of special athletic field and facility needs for various sports.
- A working knowledge of minor turf maintenance and repair.
- A working knowledge of soil science.
- A working knowledge of basic horticulture skills and building maintenance.
- Knowledge and skill in the operation of a wide range of tractors and other specialized equipment used in this type of work.
- Working knowledge of City and Departmental policies and procedures.
- Working knowledge of Computerized Maintenance Management Systems (CMMS), including the ability to produce reports, schedule work, organize spare parts, convert information to Excel and provide feedback for asset management or facilities management program.

Skill in:

- Provide excellent customer service to internal and external customers.
- Troubleshoot, identify, problem solve and perform necessary repairs to complex electrical problems and malfunctions.
- Planning, assigning and scheduling the work of personnel and athletic fieldwork activities.
- Supervisory skills including leadership, problem solving, interpersonal sensitivity, adaptability/flexibility and time management.

Ability to:

- Communicate effectively.
- Ability and willingness to perform assigned work independently with minimal supervision.
- Read, understand and interpret for others information in complex technical manuals, drawings, blueprints and schematics.
- Quickly analyze, diagnose, and troubleshoot various types of equipment.
- Evaluate existing equipment and determine most efficient repair or replacement procedure.
- Evaluate new or replacement equipment for most efficient life cycle.
- Ability and willingness to follow oral and written instructions.
- Follow established safety rules and regulations and the ability to independently recognize and rectify hazardous safety situations.
- Pursue ongoing training to improve knowledge and skills in athletic fields and grounds care.
- Ability and willingness to work outdoors in all types of weather conditions and indoors in tight confined spaces as needed.
- Ability to multi-task and manage multiple deadlines.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
 - Adequate hearing;
 - Correctable vision;
 - Manual dexterity to work with small parts, operate a computer workstation and power equipment;
 - Perform physical labor including operating heavy equipment, climbing, bending and working from ladders;
 - Work from heights of up to 50 feet;
 - Ability to lift moderately heavy objects up to 50 lbs., including fertilizer, ballfield material, athletic equipment, paint, and marking materials. Equipment and materials in excess of this weight are lifted with assistance
 - Frequently communicate verbally;
 - Move between work sites.

WORKING ENVIRONMENT:

Most work is performed out-of-doors in all weather conditions. Some routine work is performed indoors. Some hazardous conditions exist when handling and applying pesticides. Moderate risk is involved while working with mechanical tools and equipment. May be required to work weekends, holidays, or emergency shifts.

EXPERIENCE AND TRAINING REQUIREMENTS:

If promotional from within Parks Department:

- Must have at least three years work of experience in maintenance and care of grounds or athletic fields.
- Experience in preparation of athletic field facilities for special events and/or in turf care preferred.

If applicant from outside the Parks Department:

- Must have three years of recent work experience in maintenance of large grounds or athletic fields.
- One year of supervisory experience required.
- Experience using Computerized Maintenance Management Systems (CMMS) preferred.

Allowable substitutions:

- Successful completion of vocational school or other coursework in horticulture/grounds care may be substituted for one year of required experience.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Ability to secure and maintain a valid Washington State Pesticide License within 12 months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.
- Willingness and ability to respond to callouts for emergencies, or when special circumstances require.

PREPARED BY: J. Ivary
11/84

REVIEWED BY: _____
Nicole Oliver, Director
Parks and Recreation

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