

City of Clinton
Job Description

JOB TITLE: Athletic Fields Foreman

Exempt (Y/N): No	Salary Level/Range:
Location: Maintenance Building	Shift: 8-hour with evening and weekends
Supervisor: Grounds Maintenance Superintendent	Department: Parks and Recreation

SUMMARY: This is a working position directing and supervising the operations of the Athletic Fields and grounds section within the municipal Recreation Department. The position directly takes charge of the athletic fields needs as well as some grounds maintenance within the park. This position requires direct involvement with subordinates to accomplish assigned tasks. Work involves responsibility for scheduling, purchasing, and supervision of staff and part-time work force in the related areas of park grounds and facilities maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans, supervises and performs general maintenance of all park grounds, playgrounds and facilities, all athletic playing fields and immediate area.

Develops plans for maintenance of mainly athletic fields at Traceway Park with some grounds maintenance according to Department and staff required standards.

Coordinates and performs work to ensure upkeep and maintenance of all athletic fields for continuous use by the general public and availability of athletic facilities as required by athletic schedules.

Acts as leader in assignments related to athletic fields and department grounds.

Supervises and performs mowing, trimming, spraying, landscaping, pruning, planting, fertilizing, and cleaning of Traceway Park or assigned areas.

Performs irrigation, fertilization, pest and weed control, overseeding, dirt work, stripping, lining, mowing and trimming of athletic facilities.

Cooperates with Recreation and Sports personnel in providing safe, clean and well-maintained athletic fields for general use and scheduled athletic events.

SUPERVISORY DUTIES: Manages full time and seasonal athletic fields maintenance employees. Responsibilities include training, planning, assigning, and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations which do not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School graduate/vocational school graduate or equivalent; two years experience in grounds, parks and turf management and maintenance; or equivalent combination of experience and education, graduate from an accredited four year college or university preferred.

Certifications, Licenses and Registration: Certifiable in Sports Turf Management, or Parks and Recreation Professional preferred; possess or certifiable for commercial pesticide within one year. First-aid/CPR/AED cards desired. Possess a valid Mississippi Driver's License.

Language Skills: Ability to read, analyze, and interpret information, documents, plans, labels; ability to respond to common inquiries from the public.

Mathematical Skills: Ability to add, subtract, multiply, divide; ability to use common fractions and decimals in applications.

Reasoning Ability: Ability to use and apply common sense and understanding. Ability to carry out and imply simple one or two step instructions; ability to carry out and imply detailed instructions; ability to deal with problems in a standardized; unexpected or unsupervised situation; define and solve problems.

Other Skills: Ability to operate a variety of grounds equipment including but not limited to: large front deck mowers, power trimmers, tractors, utility vehicles and spray rigs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to use hands to finger, handle and operate tools or controls. Employee is frequently required to stand, walk, sit, reach with hands; stoop, kneel, crouch, and sometimes climb. Employee must regularly lift or move up to 75 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and 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 regularly works with heavy equipment, mowers and specialized turf equipment; regularly exposed to loud noises. Employee regularly works in outside conditions from rain and cold to extreme heat; and occasionally exposed to wet humid conditions, airborne particles or fumes, vibration and toxic chemicals.