



PARKS and SPORTS FIELD MANAGER

GENERAL STATEMENT OF DUTIES:

CLASSIFICATION	L
RANGE	\$36,487 - \$55,276
FLSA	NON-EXEMPT

Position holder is considered a leader in the Botetourt County Recreation and Facilities Department. The Parks and Sports Field Division is responsible for coordination and management of grounds maintenance activities for Parks, School Athletic Fields, and County Government Buildings. Manages full and part-time staff and oversees the work of contractors.

DISTINGUISHING FEATURES OF THE CLASS:

The Parks and Sports Field Manager performs administrative, supervisory, and physical duties to plan, organize, and carry out maintenance activities for county public spaces, including park grounds and athletic fields. Works with County and other agency staff and assignees as well as the general public. Responsible for the development and implementation of maintenance plans for all fields and grounds, including fertility, pest, disease and weed control, irrigation and drainage; responsible for the appropriate provision, utilization and maintenance of support infrastructure, systems and equipment. Employee may also supervise/work with community service workers. Position is expected to be involved with after-hours shift operations as necessary, including nights and weekends. Work is performed under the direct supervision of the Director of Recreation and Facilities.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Manage and schedule staff for successful team approach to accomplish the needs of the Department.
- Coordinate mowing and landscape maintenance for park open spaces, trails, and County-owned grounds.
- Oversight and implementation of sports turf fertility program including irrigation.
- Oversight of athletic field maintenance and game set up for sporting events.
- Daily, weekly, and monthly work schedule planning for full and part-time staff.
- Annual preparation of operating and capital budgets, including 5-year capital improvements budget.
- Record keeping and maintenance scheduling for vehicles and equipment.
- Inventory and management of equipment, materials and supplies.
- Collaboration with Human Resources to recruit, hire and manage staff.
- Routine inspections of facilities and equipment.
- Participation in all work activities as necessary.
- Coordinate snow removal for County parking lots and walkways.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish clear and appropriate performance standards of excellence consistent with the vision and values of the County.
- Ability to independently create and maintain a positive, productive and high-performing staff that meets or exceeds established standards.
- Thorough knowledge of various types of turf, their characteristics, and pest and disease vulnerabilities.
- Thorough knowledge of fertilizers, nutrient supplements, pesticides and herbicides.
- Demonstrated expertise in practical turf management, including irrigation, fertilization and pest and disease management.
- Demonstrated ability to plan, implement, coordinate, direct, supervise and, as necessary, coach, counsel and discipline employees in accordance with County policies and procedures to achieve excellence in all areas of responsibility .
- Ability to effectively administer department policies and all applicable federal, state and local safety rules, regulations and policies.
- Ability to establish and maintain effective working relationships with employees, County officials, school staff and the general public.
- Ability to communicate well both orally and in writing.
- Proficiency using a computer for communication, scheduling, record keeping, financials, and performance measurement.
- Possession of a current driver's license valid in the Commonwealth of Virginia, and have and maintain a good driving record during employment.

PHYSICAL AND ENVIRONMENTAL FACTORS:

- Work requires stooping, kneeling, crouching, standing, walking pushing and pulling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy or thoroughness of work and observing general surroundings and activities.
- The work is subject to outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.
- Position is subject to pre-employment physical including alcohol and drug screenings and to random alcohol and drug screenings.

ACCEPTABLE EDUCATION AND EXPERIENCE:

- Education equivalent to graduation from high school.
- 5 years experience in maintenance of grounds and sports fields or similar activities, including the use of related tools and equipment.
- Minimum of 3 years of responsible management experience, including the management of personnel and teams.
- Budgeting, inventory control, logistics and performance measurement experience strongly preferred.