

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Park Specialist - Athletic Fields	UNION:114
CLASS TITLE:	Park Specialist – Grounds	SG:12
DEPARTMENT:	Parks and Recreation Operations Division	CS:E/P
		FLSA:Y
		EEO4CODE:SC

JOB SUMMARY:

Performs duties associated with the operation and maintenance of Athletic Field/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 basic 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 all staff assigned to program area and provides input on performance evaluations. Hires seasonal employees, subject to supervisor approval. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

SUPERVISORY RELATIONSHIPS:

Reports to Park Supervisor – Grounds. Provides best management practices, scheduling, budgetary and staffing input to the supervisor for review. Works with the Grounds Supervisor to establish priorities and resource allocation for the Athletic Fields program. Oversees the day-to-day activities of the Park Technician, Park Worker, seasonal employees, extra labor, 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 Athletic Fields program. Works with Grounds Supervisor to develop maintenance standards and determine special user requirements.
2. Oversees day-to-day work of all staff in the Athletic Fields program. Hires all seasonal 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.
5. 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 football, softball, baseball, soccer, track and rugby.
7. Performs and/or oversees the 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 ballfield 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. 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 the Civic Field complex.

ADDITIONAL WORK PERFORMED:

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

KNOWLEDGE AND SKILLS:

- A working knowledge of special athletic field 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.
- Skills in planning, assigning and scheduling the work of personnel and athletic fieldwork activities.
- Ability to read, understand and work from plans and drawings
- Ability to perform assigned work independently with minimal supervision.
- Ability and willingness to follow oral and written instructions.
- Supervisory skills including leadership, problem solving, organization, strong interpersonal sensitivity, adaptability/flexibility and time management.
- Excellent oral and written communications skills, good judgement, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees and personnel from local agencies.
- Knowledge of computer operation including word processing and data handling programs.
- Knowledge of resource management systems.
- Willingness to pursue ongoing training to improve knowledge and skills in athletic fields and grounds care.
- Willingness to adhere to provisions of the team agreements for the Parks Operations Division.
- Physical abilities to perform assigned work:

- Adequate hearing, correctable vision, physical strength and agility to operate power equipment safely in a noisy work environment.
- 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.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

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.

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 athletics fields. At least one year of experience must have been in the Grounds Section for the Bellingham Department of Parks and Recreation.
- Preference will be given for applicants with experience in preparation of facilities for special events and/or in turf care.

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.

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.
- Ability to secure a flagging and traffic control card within six months of hire.
- 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.

PREPARED BY: J. Ivary
11/84

REVIEWED BY: _____
Paul Leuthold, Director
Parks and Recreation

REVISED BY: J. Ivary
C. Sellin
4/91
S. Nordeen
L. Hill
2/02

Marvin Harris
Park Operations Manager

COMMISSION ALLOCATION: _____