

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Asst. Supv., Soccer Complex Operations
DEPARTMENT: Recreation Services
DIVISION: Soccer Complex Operations
REPORTS TO: Supv., Soccer Complex Operations
FULL-TIME: _____ **PART-TIME:** **TEMPORARY:** _____

BAND/LEVEL: NE/00
JOB NO: 9127
DATE: 08/30/2010
FLSA STATUS: NE
COST CENTER: 550

REPLACES: Asst. Supv., Soccer Complex Operations

DATE: 06/2009

JOB SUMMARY STATEMENT:

Assists the Supervisor, Soccer Complex Operations in the supervision and coordination of daily operation, maintenance and repair of the Overland Park Soccer Complex. Assists in the supervision and training of part-time and seasonal personnel. Assists in the daily operations such as soccer field maintenance operations, landscape maintenance, and soccer program management. Assists in budget preparation and expense tracking. Supports the Soccer Complex Manager and Supervisor in the role of Manager to cover 7 day operation from 8:00 a.m. to 11:00 p.m. throughout the soccer seasons and summer. Assumes responsibilities of Manager and/or Supervisor, Soccer Complex Operations in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Assists in the supervision, training, planning, prioritizing and scheduling of work assignments of part-time and seasonal personnel.
2. Assists in planning, coordinating and supervising the day-to-day maintenance and repair of soccer complex facilities; natural and synthetic turf maintenance; and trash removal and recycling. Assists in maintaining soccer supplies and equipment.
3. Assists in budget preparation and administration, purchasing/quotes, recordkeeping, preparing specifications for equipment/material purchases and special projects.
4. Assists in maintaining complete soccer complex records of weather conditions, irrigation cycles, daily tasks completed, public contact, employee work hours, chemical applications, field striping, equipment records, etc.
5. Interacts with and provides assistance to tournament and league organizers.
6. Operates various types of equipment in the maintenance of natural and synthetic turf. Mows, edges, and trims natural turf areas. Lays sod in prepared areas.
7. Picks up and disposes of trash throughout the soccer complex.
8. Assembles, installs, maintains and repairs park fixtures and amenities.
9. Performs landscaping, tree trimming, weeding, grading, and other landscaping duties. Plants and waters trees, shrubs, and flowers. Tasks include maintaining, testing, and repairing irrigation systems.
10. Performs general construction duties. Includes placing and sealing asphalt, placing and finishing concrete, grading, roofing, and carpentry.
11. Assumes responsibilities of Manager and/or Supervisor, Soccer Complex Operations in his/her absence.
12. The employee must work the days and hours necessary (includes weekends and holidays) to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

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13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent. One to two years of college level courses or an Associate's degree with coursework in field and turf maintenance preferred.

Must be a least 18 years of age; possess a valid driver's license and maintain an insurable driving record

EXPERIENCE:

Two years of experience in general grounds maintenance to include supervisory or lead experience. Experience in a recreation related field desirable.

SKILLS:

1. Manual dexterity.
2. Attention to detail
3. Basic math skills
4. Human relations/interpersonal skills
5. Supervisory skills
6. Time management skills
7. Written and oral communication skills
8. Good listening skills
9. Working knowledge of an email/calendar software application such as Microsoft Office Outlook

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to prioritize multiple tasks
4. Ability to read and comprehend City policies and procedures
5. Ability to work in a hectic environment with many interruptions
6. Ability to analyze safety situations
7. Ability to access situation and make recommendations
8. Ability to train and guide others
9. Ability to learn and understand digital signage software system
10. Ability to carry out assignments through oral and written instructions
11. Ability to work independently
12. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to operate power and hand tools
3. Ability to operate City vehicles
4. Hand and eye coordination adequate to input data into computer
5. Ability to work in confined spaces
6. Exposure to chemical liquids such as paint and paint products to remove stripping from artificial turf
7. Exposure to extreme weather conditions

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect: Temporary and Part-time Laborers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional	even / uneven surface
Walking	Occasional	even / uneven surface
Sitting	Occasional	driving misc. vehicles
Driving	Occasional	motor vehicle / golf cart / misc. vehicles
Bending	Occasional	misc. tasks require bending postures (shovel/rake/etc.)
Stooping	Occasional	misc. tasks require stooping postures
Twisting	Occasional	misc. tasks require twisting postures
Kneeling	Occasional	misc. tasks require kneeling postures (irrigation)
Squatting	Occasional	misc. tasks require squatting postures
Crawling	Occasional	misc. tasks require crawling postures
Stairs	Occasional	misc. environments require use of stairs
Ladders	Occasional	misc. environments require use of ladders

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	floor to waist	variable	occasional	two hand lift
cooler (full)	82 lbs.	floor to chest	variable	occasional	two hand lift
bucket of sand (full)	68 lbs.	0-25 inches	variable	occasional	two hand lift
carbide blade	62 lbs.	0-20 inches	variable	occasional	snow preparation
blower	20 lbs.	knee to waist	variable	occasional	two hand lift
tree segments	up to 50 lbs.	ground to waist	variable	occasional	cut during tree removal
bag of fertilizer	50	floor to chest	variable	occasional	two hand lift
weed eater	20 lbs.	floor to waist	variable	occasional	two hand lift
pole saw	20 lbs.	floor to chest	variable	occasional	two hand lift
shovels/rakes/tools	<10 lbs.	floor to waist	variable	occasional	two hand utilization

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	0-40 feet	variable	occasional	two hand carry
cooler (full)	82 lbs.	0-40 feet	variable	occasional	two hand carry
bucket of sand (full)	68 lbs.	0-40 feet	variable	occasional	two hand carry
carbide blade	62 lbs.	0-10 feet	variable	occasional	snow preparation
blower	20 lbs.	0-100 feet	variable	occasional	two hand carry
tree segments	up to 50 lbs.	0-20 feet	variable	occasional	two hand carry
bag of fertilizer	50	0-30 feet	variable	occasional	two hand carry
weed eater	20 lbs.	variable	variable	occasional	two hand carry
pole saw	20 lbs.	variable	variable	occasional	two hand carry
shovels/rakes/tools	<10 lbs.	variable	variable	occasional	two hand carry

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
trailer	90 lbs.	occasional	two hand push - vertical
misc. equipment	40 lbs.	occasional	two hand push - horizontal
snow blade	40 lbs.	occasional	snow preparation

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PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
trailer	90 lbs.	occasional	two hand pull - vertical
misc. equipment	40 lbs.	occasional	two hand pull - horizontal
snow blade	40 lbs.	occasional	snow preparation

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	occasional	type of job / tool dependent
Below Waist	occasional	type of job / tool dependent
Below Knee	occasional	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	occasional	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent