

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Soccer Complex Operations	BAND/LEVEL:	Mgmt II
DEPARTMENT:	Leisure Services	JOB NO:	2770
DIVISION:	Soccer Complex	DATE:	03/10/2014
REPORTS TO:	Manager, Soccer Complex Operations	FLSA STATUS:	E
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 550

REPLACES: Supervisor, Soccer Complex Operations

DATE: 03/10/2014

JOB SUMMARY STATEMENT:

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

DUTIES AND RESPONSIBILITIES:

1. Performs functions of supervisor, including: interviewing prospective employees, conducting performance evaluations, making salary recommendations and handling disciplinary actions. Plans, prioritizes and schedules employees' work assignments. Conducts on-site inspections, reviews work and resolves problems.
2. Plans, coordinates, supervises and/or assists with all day-to-day maintenance and repair of soccer complex facilities. Develops maintenance schedules, including cleaning, painting, repair, replacement and safety inspections. Adjusts schedules for non-routine assignments and major repairs as needed.
3. Plans, coordinates, supervises and/or assists with natural and synthetic turf maintenance and best practices. Establishes priorities, develops and implements maintenance schedules and assists with synthetic turf maintenance and any paint or chemical applications. Determines problem areas and determines treatment/work plan based on findings.
4. Plans, coordinates, supervises and/or assists with trash removal, recycling and litter pick-up throughout soccer complex. Involves assessing usage and accumulation at each site and developing schedules. Takes into consideration special events and heavy complex usage.
5. Plans, supervises and/or assists with seasonal start-up and season-long maintenance of soccer complex, including: maintenance of all buildings (interior, exterior and HVAC), tennis and basketball courts, skate park, concession buildings, field house and restrooms.
6. Manages soccer complex cooling and irrigation systems. Visually checks operation of sprinklers. Plans, coordinates, supervises and/or assists with leak repairs, sprinkler repairs, overall irrigation schedule, maintaining pump station, draining and winterizing the irrigation system in the fall and pressurizing in the spring.
7. Provides training for employees. Assesses employee's skills and deficiencies. Trains employees on safety, equipment use, proper use and handling of chemicals and general work procedures.
8. Assists in developing and implementing goals and objectives of soccer complex.
9. Assists in budget preparation and administration. Prepares specifications for vehicle and equipment purchases, analyzes bids, ensures vendor compliance with specifications and recommends bid acceptance. Purchases commodities and equipment. Approves and monitors purchases by subordinates. Codes bills and invoices. Seeks quotes, prepares purchase orders, administers fixed asset system and supervises asset inventory. Develops project and program estimates for expanded level budget consideration.
10. Administers and monitors contracts. Develops specification and initiates contact with contractors for facility repairs, improvements and other maintenance operations. Visits sites and visually inspects in progress, coordinates contractor's work with public use of soccer complex.

Title: Supervisor, Soccer Complex Operations
Cost Center: 550
Date: 03/10/2014
Page 2

11. Maintains soccer supplies and equipment. Determines materials needed for projects, inventory supplies on hand, receives quotes and orders materials as needed.
12. Monitors facility field and meeting room reservation system.
13. Coordinates and monitors field lighting schedule and adjusts accordingly based on field usage/needs
14. Maintains complete soccer complex records and prepares reports of weather conditions, irrigation cycles, daily tasks completed, public contact, employee work hours, chemical applications, field striping, equipment records, etc.
15. Responds to emergencies or non-routine work tasks at the soccer complex. Participates in the City's Emergency Operations Plan.
16. Plans, coordinates and supervises snow and ice removal operations, storm clean-up operations and other emergency operations.
17. The employee must work the days and hours necessary to cover the shifts at the soccer complex over a 7 day operation and 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 which interaction is required to accomplish work and employer goals.
18. 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 include 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Associate's degree with coursework in turf or facility management, recreation or a related field of study. Bachelor's degree preferred. Maintain a valid driver's license and insurable record.

EXPERIENCE:

Three to five years of increasingly responsible experience in recreation programming, facility management or synthetic turf management. Experience includes at least two years in a supervisory or lead position.

SKILLS:

1. Good oral and written communication skills
2. Organizational skills
3. Basic math and accounting skills
4. Basic computer skills
5. Requires high degree of problem solving and decision making
6. Advanced knowledge of agronomy and turf grass (including synthetic turf) management practices
7. Ability to manage diverse work force
8. Advanced knowledge of all related turf and/or synthetic turf maintenance equipment

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to work under distracting conditions
4. Ability to prioritize work

Title: Supervisor, Soccer Complex Operations
Cost Center: 550
Date: 03/10/2014
Page 3

5. Mechanical aptitude
6. Ability to read and understand site plans and blueprints
7. Ability to analyze safety situations
8. Ability to train and guide others
9. Ability to comprehend confidential information
10. Ability to analyze complex problems, develop and implement solutions

PHYSICAL REQUIREMENTS:

1. Visual acuity to identify turf variations and abnormal conditions
2. Exposure to extreme environmental conditions
3. Ability to operate City vehicles and equipment
4. Ability to operate various hand and power tools
5. Exposure to chemical liquids, powders, and fumes
6. Exposure to vehicle noise and fumes
7. Manual dexterity

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct – Part time and temporary soccer complex laborers and volunteers.

Indirect – All other parks and recreation employees when they are assisting at the soccer complex.

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.

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

Title: Supervisor, Soccer Complex Operations

Cost Center: 550

Date: 03/10/2014

Page 4

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

PULLING	FORCE	FRQNCY/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