

POSITION GUIDE – Athletic Fields Technician

SUMMARY:

The Field Technician is responsible for the overall operation and management of the buildings and grounds associated with athletic activities. The Field Technician shall have additional duties/projects as assigned by the Administration.

QUALIFICATIONS:

1. Two year certificate or equivalent experience in the field of Sports Turf Management.
2. Capable of maintaining, organizing and setting up all athletic fields for activities.
3. Licensed pesticide applicator for the State of Pennsylvania.
4. Demonstrated ability to work with various groups of people in a sports and educational environment.
5. Valid Pennsylvania Drivers License.
6. Such alternatives to the above qualifications as the Board may find acceptable and reasonable.

REPORTS TO: Buildings and Grounds Supervisor

RESPONDS TO: Administration

JOB GOAL: To maintain a clean, safe and pleasant environment in compliance with instructions of the Administration, pertinent laws, state and federal regulations, and Board of Education policies.

POSITION REQUIREMENTS:

Physical Demands	Frequent travel to school district athletic fields and buildings. Frequent walking throughout various athletic field and buildings Sitting at desk for extended periods, (record & data collection) Standing for extended periods of time Moderate lifting from 15 to 60 pounds Some carrying – up to 60 pounds Ability to push/pull up to 40 pounds Manual strength and dexterity to use all sports turf maintenance equipment and hand tools Repetitive movement of fingers, arms, hands, legs and feet for sports turf maintenance and field marking
Sensory Abilities	Visual acuity to read correspondence, plans, field set up requirements and computer keyboarding Auditory acuity to be able to use telephone, interact with staff, peers and public. Ability to speak clearly and distinctly
Work Environment	Generally, outdoors exposed to most weather conditions.
Temperament	Ability to be self motivated, instructor and member of a team Must be courteous and able to effectively manage up to two crew members and coordinate work with the Supervisor of Department of Corrections staff Must be cooperative, congenial and service-oriented, and promote these qualities in the staff, and public. Ability to work in an environment with frequent quick changes because of weather conditions interruptions
Cognitive Ability	Ability to follow written and verbal directions and give direction to others Ability to create and delegate assignments

	Ability to complete assigned tasks with minimal supervision Ability to read, write and do field set up computations Ability to organize maintenance areas to efficiently accomplish tasks Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks and directing staff Ability to communicate effectively at all levels
Specific Skills	Ability to operate all sports turf maintenance equipment Ability to calculate and make pesticide and fertilizer applications Ability to use computer technology efficiently Must appropriately handle confidential information Field House Projectors, video equipment
License	Valid Driver's License Valid Pesticide Applicators License
Comments	Position holder must have a friendly helpful, caring personality

**ESSENTIAL FUNCTIONS:**

Manages and/or performs district required duties in the following category areas:

- Agronomics of sports turf management
- Facilities maintenance and repair
- School related programs and sporting events
- Public relations
- Assist in budget development and management
- Equipment maintenance and repair

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain and repair building and grounds maintenance equipment.
2. Ensures that State and Federal mandates are followed (i.e. pesticide application, public safety requirements, record keeping).
3. Perform all cultural practices necessary to maintain athletic fields (i.e. irrigation, fertilizer, pesticides, aerification, seeding, topdressing, etc).
4. Works with Administration, staff, students and community to set up for sporting events and extracurricular activities (i.e. graduation, Veterans Day, etc).
5. Remove snow and ice from sidewalks and entrances and other plowing that may be assigned.
6. Work with Buildings and Grounds Staff during the off season to assist and perform building repair and custodial duties at other facilities as assigned.
7. Properly mark and prep all fields for all sporting events.
8. Clean and maintain all athletic facilities buildings, tennis courts and restrooms.
9. Mow and trim grass and maintain landscape around buildings.
10. Maintain adequate building and grounds equipment maintenance records.

**A. Athletic Facilities (custodial and maintenance duties)**

1. Sweep and wet mop floors with a Quat-stat disinfectant product.
2. Clean urinals and commodes with restroom cleaner.
3. Wash the exteriors of all fixtures (i.e. sinks, urinals and commodes).
4. Perform basic building winterization and plumbing repairs.

5. Clean and maintain all building exteriors and bleachers (i.e. pressure wash, paint, etc).
  6. Clean and disinfect showers.
  7. Replace all lamps and ballasts.
  8. Clean and service ventilation equipment.
  9. Report and remove all graffiti on walls and partitions.
  10. Police all exteriors of buildings for trash on a daily basis.
  11. Submits required reports as established by the district.
  12. Check all windows and doors to ensure buildings are secure.
- B. Employees
1. Plans for and coordinate the activities of one to two staff members during the sports seasons.
  2. Ability to work with the Department of Corrections work crew supervisor during the off season to complete assigned tasks and projects.
- C. Finances
1. In collaboration with the Buildings and Grounds Supervisor, develops, and maintains operational and capital budgets.
  2. Assist in the approval process and purchases of maintenance supplies and repairs.
- E. Property
1. In conjunction with the Administration, shall provide for facility security through the development, implementation and maintenance of a safety plan.
  2. Assist in the supervision of the use of the facilities by staff, students and community groups as appropriate.
  3. Provide work requests.
  4. Update and maintain the district fixed asset inventory for assigned area as necessary. Provide work requests as needed.
- F. Community
1. Shall represent the District through a planned public relations objective that includes periodic attendance at school events, news releases, and interacting with the staff, students and community as appropriate (i.e. Graduation, Veterans Day, etc).
  2. Shall maintain relations with other educational organizations, community organizations and school-related groups.
  3. Maintain a positive school athletic climate.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by the Administration.

**EVALUATION:**

Performance of this position shall be evaluated annually in accordance with the provisions of the applicable policies of the district.

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act ADA and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.*



