

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Assistant Supervisor, Field Operations	BAND/LEVEL:	OPR 1
DEPARTMENT:	Recreation Services	JOB NO:	7235
DIVISION:	Soccer Complex	DATE:	12/18/2014
REPORTS TO:	Manager, Soccer Complex Operations	FLSA STATUS:	NE
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 550

REPLACES:

DATE:

JOB SUMMARY STATEMENT:

Assists in the operation of the Soccer Complex and coordination of daily operation, maintenance and repair of the Overland Park Soccer Complex. Assists in the daily operations such as soccer field maintenance and irrigation system operations, landscape maintenance, and soccer program management. Supports Supervisor, Soccer Complex Operations to cover 7 day operation from 7:00 a.m. to 11:00 p.m. throughout the soccer seasons and summer. Participates in City snow and ice removal operations, storm clean-up and other emergency operations.

DUTIES AND RESPONSIBILITIES:

1. Assists in 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.
2. Assists with season-long maintenance of soccer complex, including tennis and basketball courts, skate park, concession buildings, field house and restrooms.
3. Assists with soccer complex irrigation system, to include: maintaining, testing and repairing irrigation systems. Assists with pressurization of irrigation system in the Spring and drains and winterizes in the Fall.
4. Assists in the supervision, training, planning, prioritizing and scheduling of work assignments of part-time and seasonal personnel.
5. Performs landscaping, tree trimming, weeding, grading, and other landscaping duties. Plants and waters trees, shrubs, and flowers. Mows, edges, and trims natural turf areas. Lays sod in prepared areas.
6. Assists in budget preparation. Prepares specifications for vehicle and equipment purchases, analyzes bids. Seeks quotes as needed.
7. Operates various types of equipment in the maintenance of natural and synthetic turf.
8. Picks up and disposes of trash throughout the soccer complex.
9. Assembles, installs, maintains and repairs park fixtures and amenities.
10. Performs general construction duties to include: placing and finishing concrete, grading, roofing, and carpentry.
11. Interacts with and provides assistance to tournament and league organizers.
12. Assumes responsibilities of Manager and/or Supervisor, Soccer Complex Operations in his/her absence.
13. Must work the days and hours necessary (includes nights, weekends and holidays) to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, vendors and any other persons or organization(s) with whom interaction is required to accomplish work and employer goals.
14. 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.
15. Participates in City snow and ice removal operations, storm clean-up and other emergency operations.

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:

High school education or additional equivalent experience. Two or four-year degree in recreation, turf, golf course or facility management preferred. Maintain Kansas Commercial Applicator Certification, with 3A and 3B endorsements, or obtain Certification within six months of employment.

Must possess a valid driver's license and maintain an insurable record. Must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City.

EXPERIENCE:

Six months of increasingly responsible experience in park operations and maintenance, facility management or golf course management.

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. Advance knowledge of agronomy and turf grass (including synthetic turf) management practices
7. Ability to manage diverse work force
8. Advance knowledge of all related turf grass 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
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 maintenance 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/seasonal 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	misc. tasks could require sitting postures
Driving	Occasional	motor vehicle/golf cart/ misc. vehicles
Bending	Occasional	various postures required to complete requirements
Stooping	Occasional	various postures required to complete requirements
Twisting	Occasional	various postures required to complete requirements
Kneeling	Occasional	various postures required to complete requirements
Squatting	Occasional	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Concrete	80 lbs	Floor to Waist	variable	occasional	tw o hand lift
Tree Segments	up 50 lbs	Ground to Waist	variable	occasional	cut during tree removal
Cooler full	82 lbs	floor to chest	variable	occasional	tw o hand lift
Bucket of sand	68 lbs	0-25 inches	variable	occasional	tw o hand lift
Bag of Fertilizer	50 lbs	Floor to chest	variable	occasional	tw o hand lift
Carbite blade	62 lbs	0-20 inches	variable	occasional	2 person lift
Spinner	100 lbs	0-24 inches	variable	occasional	2 person lift
Tailgate doghouse	95 lbs	0-61 inches	variable	occasional	2 person lift
Ball washer housing	54 lbs	0-5 inches	variable	occasional	tw o hand lift
Blower	20 lbs	Knee to waist	variable	occasional	tw o hand lift
Cup tool/cup kit	8-10 lbs	Floor to waist	variable	occasional	one hand lift
Shovels/Rakes/Tools	< 10 lbs	Ground to Shoulder	variable	occasional	misc. Utilization
Weed eater/pole saw	20 lbs	Ground to chest	variable	occasional	tw o hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Concrete	80 lbs	0-40 feet	variable	occasional	tw o hand carry
Tree Segments	up to 50 lbs	0-20 feet	variable	occasional	tw o hand carry
Cooler full	82 lbs	0-40 feet	variable	occasional	tw o hand carry
Bag of Fertilizer	50 lbs	0-30 feet	variable	occasional	tw o hand carry
Bucket of sand	68 lbs	0-40 feet	variable	occasional	tw o hand carry
Carbite blade	62 lbs	0-10 feet	variable	occasional	tw o person lift
Spinner/Tailgate doghou	100 lbs	0-50 feet	variable	occasional	tw o person lift
Ball washer housing	54 lbs	0-10 feet	variable	occasional	developing planting areas
Shovels/Rakes/Tools	< 10 lbs	0-30 feet	variable	occasional	misc. Utilization
Blower/weed eater	20 lbs.	Variable	variable	occasional	tw o hand carry
Pole saw	20 lbs.	Variable	variable	occasional	tw o hand carry
cup tool/cup kit	8-10 lbs.	0-100 feet	variable	occasional	one hand carry

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
Torque required to utilize tools	variable	occasional	one or two hand requirement

PULLING	FORCE	FRQNCY/DUR	DESCRIPTION
Full gravity fed hose	23 lbs	occasional	one or two hand requirement
Full pump driven hose	18 lbs	occasional	one or two hand requirement
Engine start cord	28 lbs	occasional	one or two hand requirement
Rototiller	114 lbs	occasional	one or two hand requirement
Torque required to utilize tools	variable	occasional	one or two hand requirement

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

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	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