



<u>Title:</u>	Maintenance Supervisor – Pekin Park Sports Complex & Athletic Fields
<u>Status of Employment:</u>	Full-Time, Year Round
<u>Compensation:</u>	\$20.00 – \$24.00 Per Hour
<u>Benefits:</u>	Medical, Dental, Vision, Retirement
<u>Classification:</u>	Non-Exempt
<u>General Statement of Duties:</u>	Plans, organizes, performs, and supervises athletic field turf maintenance operations at the Pekin Park Sports Complex.
<u>Supervision Received:</u>	Supervised by the Superintendent of Parks.
<u>Supervision Exercised:</u>	Within area of responsibility, supervises full-time and seasonal Sports Complex staff and may be called upon if time allows, to assist with other athletic field maintenance staff.

### **Essential Functions:**

- Oversees team and performs daily duties and projects related to grounds, landscaping, athletic fields, pathways, aeration, fertilization, irrigation and policing of grounds and buildings.
- Communicate regularly and submit written reports on pertinent operations to the Superintendent of Parks.
- Develop an estimated annual budget for Sports Complex maintenance operations and make recommendations regarding capital improvements.
- Adhere to district purchasing policies and procedures; establish inventory levels and ensure the distribution of supplies to assigned areas.
- Keep records of annual maintenance activities to include precise data on all fertilizers and pesticide programs.
- Recruit, select, train, supervise, and evaluate the performance of staff.
- Oversee work performed by contractors, consultants, vendors or volunteers.
- Remain current on the latest developments in the Sports Turf industry.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Participate in Park District Safety and Health Program training to ensure that work performed and services provided are implemented in a safe manner.
- Responsible for the safe work methods and habits of direct and indirect reports. Trains others on safe work methods. Observes and monitors on an on-going basis.
- Performs routine, preventive and corrective maintenance of athletic fields (football, softball and soccer fields), to include but not limited to, maintain and repair infield skinned surfaces, pitching mounds and home plates, daily dragging, installing bases, installing drainage, cutting lips, installing and inspecting soccer goals, perform athletic field layout and painting multiple fields, and incorporating, when feasible, best management practices of Integrated Pest Management

(IPM) related to knowledge of principles and objectives for athletic fields and turf management. Also, in some cases, may perform routine, preventive and corrective maintenance to other facilities of the Sports Complex (i.e. parking lots, paths, landscaping/trees, concession/restroom buildings).

- Operates and maintains equipment at Sports Park including tractors, utility equipment, line sprayers, irrigation systems, etc.
- Works closely with Recreation Department, local youth sports organizations and tournament organizers to set up fields for large tournaments and regular season games including softball, soccer, and football.
- Directs staff and assists with set-up and takedown of special events and tournaments.
- Regularly communicates with other departments, supervisors, outside agencies, and residents. Communicates matters of importance in a timely manner. Solicits Feedback and actively listens to others. Makes recommendations for improvements and efficiencies.
- Cleans, and may perform routine maintenance on trucks, tractors and equipment.
- Mixes and applies pesticides and fertilizers as required by the season and/or need.
- Polices grounds, picks up and removes trash and debris.
- Plows, shovels, snow blows, and salts to remove ice and snow.
- Construct, install, maintain, and repair site amenities to include but not limited to bleachers, benches, signs, playgrounds, and restrooms.
- Maintain all aspects of irrigation systems including computerized controls, electrical systems, and plumbing, including spring start-up and winterization.
- Conduct self in manor according to the policies and procedures as established by the Park District. Demonstrates commitment to organizational team value (dedication; accountability; teamwork; and sustainability).
- Provides excellent customer service to both internal and external customers.
- Proactively supports the District's environmental initiatives including recycling, conserving resources and preventing pollution. Complies with all District environmental policies.
- Other non-essential duties as assigned.

### **Qualifications:**

- Education: Associates Degree or Bachelor's degree (preferred) in turf management or sports field management or closely related field from an accredited college or university. Will consider significant and material experience in lieu of formal education.
- Experience: At least three (3) years relevant experience (athletic field/park maintenance or golf course maintenance), with minimum of two (2) years supervisory experience which may be obtained through supervising a combination of seasonal, part-time or temporary positions.
- Certifications/Memberships: Valid Illinois Pesticide Public Applicator license in turf and ornamentals; CPR AED and first aid certification required within first six to twelve months of employment (provided if do not currently possess).
- Preferred but not required; Certified Sports Field Manager as provided by the Sports Manager Association.
- License: Valid Illinois driver license

### **Knowledge, Skills, and Abilities:**

- Good physical condition, sufficient strength, and mobility required.
- Knowledge of turf maintenance and horticultural practices for parks and grounds.

- Knowledge of proper pruning techniques.
- Knowledge of grounds maintenance equipment and repair.
- Ability to use and dispose of various chemicals.
- Ability to utilize effective time management skills to complete assigned work.
- Ability to read and follow manuals and operating instructions.
- Ability to work from blueprints, sketches and drawings.
- Able to use rulers, tape measure, and other measuring devices.
- Knowledge of (and ability to safely use) power equipment, power tools, and hand tools – including snow blowers lawn mowers, hand sprayers.
- Ability to work efficiently either independently, or as a team member, and be able to supervise staff and volunteers as directed.
- Ability to recognize and communicate structural or safety problems or defects.
- Knowledge and skills with computers and software (Outlook, Word, and Excel).
- Able to read, write, speak and understand the English language.
- Ability to work a varied schedule including some nights and weekends as required.
- Ability to execute the essential functions of the position with or without reasonable accommodation.

### **Note**

The above is intended to describe the general content of and requirements for the performance of this job. It is not construed as an all-extensive list of essential duties, responsibilities, or requirements.

### **Physical Requirements**

1. In an 8-hour workday, employee MAY:

- ✓ Stand or walk 6 – 8 hours
- ✓ Sit 6 – 8 hours
- ✓ Drive 6 – 8 hours

2. Employee MAY use hand(s) for repetitive:

- ✓ Fine Manipulation (example typing, keyboarding, using computer mouse)
- ✓ Pushing and Pulling
- ✓ Operation of hand or power tools

3. Employee MAY use foot/feet for repetitive movements for operating foot controls.

4. Employee MAY need, without difficulty or hindrance, to:

- ✓ Utilize senses see, hear, touch, and/or smell
- ✓ Be able to bend and stoop
- ✓ Be able to twist and turn
- ✓ Be able to squat and crawl
- ✓ Be able to reach
- ✓ Be able to climb

5. Employee will be required to lift at least 50 pounds (with assistance, either mechanical or team lift), with frequent lifting and/or carrying of objects weighing up to 25 pounds.

## **Environmental Conditions**

Description: The work environment can be best described as combination of office work and out-of-doors work, with expected exposure to hot and cold weather and related conditions, noise, dust, temperature and the like.

Specifics:

- Weather – Frequent outdoor work, extreme heat, cold, wet and dry.
- Noise – Loud and continuous noise from vehicles, machinery, equipment and tools.
- Dust – From sports fields, sod, raking leaves, wood chipper, saws, tools, etc.
- Vibrations – From working with machinery, equipment, tools, riding on mower or tractor, or in work vehicles.
- Hazards – As expected with the occupation; from machinery, equipment, tools; from lifting, climbing; potential for slips, trips, falls, etc.
- Confinement – Occasionally
- Other – As may be required from job

## **Conditions of Employment**

All the following are required for applicants:

- Submit to a reference check
- Submit to a state criminal background and driving history check
- Provide verification of education

All the following are required for hires:

- Provide a copy of driver's license
- Provide a copy of (2) other forms of identification: Social Security Card, official notarized birth certificate, passport
- Complete tax forms I9 and W2
- Provide a copy of Pesticide Public Applicator's License – State of Illinois (Turf Pest Control) within (1) year of employment, and license renewals as required.
- Complete 90-day introductory evaluation period satisfactorily.

Residency:

Employees are strongly encouraged, but not required, to become residents within the boundaries of the Pekin Park District.

\*If at any time during the course of employment, the employee is unable to perform the duties, functions, or considerations outlined in this job description, the immediate supervisor should be informed.

**Applications are available at the Pekin Park District Administration Building  
1701 Court Street, Pekin, IL 61554  
309-353-5330 or online at <https://www.pekinparkdistrict.org/contact/jobs/>**

***For additional information, please contact Scott Clausen by calling 309-346-3810  
The Pekin Park District is an equal opportunity employer.***