



Revision Date:

Dept. Head:

HR Signature:

Position: Athletics Facilities Coordinator

Reports To: Chief of Athletics

Salary Schedule / Grade: Refer to Administrative Salary Schedule

F.L.S.A Status: Exempt

SUMMARY

The Athletic Facilities Coordinator supervises and coordinates activities of all staff engaged in keeping Welcome Stadium and district wide athletic fields; clean, safe, and in good condition. They provide supervision and direction, perform inspections, monitor and organize projects related to all district wide athletic field maintenance for all Dayton City School owned properties in conjunction with the Operations Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for athletic field maintenance.
- Train staff in proper methods, protocol for turf management, athletic field maintenance, and horticulture using SOP's and onsite training.
- Supervises workers, inspects their work, assigned duties, and maintains records as requested.
- Ability to work in the field under extreme weather conditions as needed/ directed to ensure Dayton City School properties are maintained.
- Plans, schedules, prioritizes, and may assist with maintenance and repair of facilities and green spaces; makes recommendations on planning and development of stadium grounds and athletic fields as needed.
- Works collaboratively with other District departments; confers regularly with other District supervisors and managers.
- Prepares and manages athletic maintenance; projects revenue and expenditures; monitors and tracks expenditures; monitors inventory and purchases authorized supplies and equipment.
- Maintains records; prepares a variety of operational and business reports and associated correspondence.
- Oversee game day preparation of athletic facilities/fields and supervises breakdown and clean up after events through FMX event management tickets work orders..
- Working knowledge or able to learn controls of heating and air conditioning systems, public address system, stadium lights, scoreboards, and other items in orders to make ground and athletic field operations successful..
- Reports vandalism immediately per district policy/procedure.
- Prepare/Maintain a first-aid room with appropriate supplies as needed at site specific district properties..
- Supervise cleaning of Welcome Stadium to include all restrooms in the stadium, as well press box, locker rooms and event areas.
- Enters FMX tickets as needed to ensure maintenance is identified and addressed by routine site inspections at athletic fields, stadium, and complex areas. (Examples: Winterize plumbing and spring opening system operations, bleacher repairs, or field lighting)

- Coordinate a calendar of stadium activities with the Budget Manager.
- Maintain all record boards at Welcome Stadium.
- Assists with District special events as needed.
- Must be able to schedule staff for overtime to accommodate last minute rental of the stadium.
- May require weekend and evening hours.

Performs other duties as assigned.

CORE BEHAVIORS & COMPETENCIES

Job-specific

- Coping with Stress = capable of handling interruptions to respond to urgent issues
- Blueprint Reading = ability to work from plans, specifications and blueprints
- Technical Writing = ability to document completed work and prepare estimates for needed repairs

QUALIFICATIONS

Requirements

- Associates or Bachelor's Degree in turf management, horticulture, parks administration, natural resources, or a related field preferred.
- Five years of relevant professional experience, with at least one year in a supervisory capacity.
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.
- Must be a U.S. citizen or have the legal right to work in the U.S.
- Must maintain a valid Ohio driver's license

Verifications, Licenses and Certifications

- Must pass State and Federal background checks, per Dayton Public Schools policy
- Ohio Commercial Pesticide Applicator License
- Must be able to obtain a sanitation certification within 120 days of appointment.
- Must be able to obtain a forklift certification.

Knowledge & Experience

- Thorough knowledge and understanding of all aspects of grounds and athletic fields maintenance with progressive leadership/ management/ supervision experience.
- Ability to properly maintain turf playing surface.
- Demonstrated use of tools and equipment (including power tools and motorized machinery).
- Ability to lead and motivate diverse
- Ability to keep accurate records for payroll purposes.
- Knowledge of preparation of routine forms and ability to use a work order system to assign work..
- Ability to order necessary supplies needed to properly clean and maintain the stadium.
- Knowledge of operation of powered equipment such as power sweepers, rakes, tractors, etc.

PHYSICAL ATTRIBUTES/DEMANDS

- Sufficient strength, agility, dexterity, reflexes, vision and visual acuity to operate a motor vehicle
- Perform physical activities that require considerable use of arms and legs
- Able to climb, lift, balance, walk and stoop while handling materials
- Ability to lift and maneuver materials up to 50 pounds regularly and in excess of 100 pounds periodically

WORK ENVIRONMENT

- Work regularly involves standing for sustained periods
- Regular exposure to fluids and hazards associated with stadium, grounds and athletic field maintenance operations.

Mission Statement: To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.

The Dayton Public School District provides equal educational and employment opportunities for all people without regard to race,

gender, ethnicity, color, age, disability, religion, national origin, creed, sexual orientation, or affiliation with a union or professional organization.