

CITY OF CHATTANOOGA

Classification Specification Title: Sports Field Coordinator

Department: Technology Services

Pay Grade: GS.10E

Supervision Received From: Recreation Facilities Manager

FLSA Status: Exempt

Supervisory Responsibility For: Sports Field Tech. Lead

Established: 12/05/23

Revision Date: 4/4/25

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for all maintenance, operation, and management of the City sports fields and facilities. A highly responsible position under administrative direction that plans and initiates the Department's sports field management program and coordinates field renovations, chemical applications, and sets field maintenance prescriptions. Duties include: supervising, directing, scheduling, and evaluating staff; directing day to day maintenance of sports fields and facilities; purchasing equipment, parts, supplies, and tools; assisting with preparing the program maintenance budget and tracking expenditures; planning field and facility maintenance assignments around special events; Works with lower staff to establish and implement grounds/landscape development and maintenance goals, policies and procedures and plan special maintenance projects. Work requires limited supervision and the use of independent judgment and discretion. Coordinates, assists and supervises in game preparation techniques, short and long-term maintenance planning and supports all of recreation facilities/programming needs.

SERIES LEVEL: This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises sports field and facility maintenance and staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Manages the day-to-day activities and operations associated with sports field and facility maintenance, which includes: planning and coordinating projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Participates in forecasting, preparing, and administering division budget, including capital improvement budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; and, manages financial operations.

Manages purchasing card activities and performs statement reconciliations.

Monitors inventory of tools, parts, equipment, and supplies; determines the need for new tools and equipment; receives and approves purchase requests; and initiates and/or approves orders for new/replacement items.

Supervises and participates in the preparation and evaluation of specifications, scopes of work, and requests for proposals for new vehicles, equipment, and services; negotiates related contracts.

Coordinates and works with external contractors and tournament directors.

Manages the care, maintenance, and renovation of all sports fields. Participates in scheduling and coordinating daily maintenance activities, including mowing, infield skin and clay maintenance, field layout and painting, landscaping, chemical applications, irrigation systems operations and maintenance, fencing, and other surrounding structures. Develops and maintains turf at an acceptable standard. Inspects facilities and fields to ensure they are safe; monitors status of work in progress and inspects completed work; and assists with complex/problem situations and provides technical expertise.

Manages special projects, which includes: aerification and topdressing; infield construction and renovation; subsurface drainage; constructing and rebuilding mounds and batter boxes; turfgrass planting; signage; irrigation system repairs and modifications; landscape additions and improvements; and/or, other applicable projects.

Identifies, documents, and plans the control of diseases, noxious weeds, and insect problems; applies a variety of chemicals, such as herbicides, fungicides, insecticides, fertilizers, soil conditions, wetting agents, and growth regulators.

Operates, repairs, and plans modifications to applicable irrigation systems and pump stations.

Coordinates and supervises work associated with parks/recreational facility maintenance projects; may include maintenance of playgrounds, and recreational facilities and equipment; may mix, use and dispose of chemicals; may coordinate setup of bleachers, picnic tables and other equipment for events. Provides support for athletic events as needed.

Coordinates and supervises Sport Field Technicians and Leads in ballfield maintenance of Sports complexes which includes scouting complex for damages, spraying chemicals, trimming weeds and shrubs, removing dead plants, watering plants as necessary, repairing sprinkler systems, fertilizing greenery, operating aerator, taking soil samples, pressure washing concrete, removing trash, cleaning light fixtures, operating equipment in cutting trees and limbs around facility, creates and maintains landscape designs around the facility.

Provides customer service functions; responds to complaints and questions related to activities or operations; researches problems and initiates problem resolution; provides information regarding sports fields and facilities, services, merchandise, reservations, policies, procedures, fees, or other issues.

Monitors and maintains inventory of department equipment, tools, and supplies; initiates orders for new/replacement items.

Prepares or completes various forms, reports, correspondence, statements, proposals work schedules, inventory reports, purchase vouchers, expense reports, accident reports, performance appraisals, employee counseling forms, employee records, policies, procedures, spreadsheets, diagrams, or other documents; reviews, completes, processes, forwards or retains as appropriate.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Represents the City and/or the Division at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events in order to receive and/or convey information.

Maintains computer database of service requests, work orders, and work histories.

Compiles and monitors operational, administrative, and statistical data related to sports field and facility maintenance operations; prepares related reports, charts, graphs, procedures, and documentation; and, analyzes data and identifies trends.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and four (4)+ years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Vocational or Technical Degree in Agronomy, Horticulture, Turf Grass Management, or related field. Examples of relevant experience include progressively responsible sports field maintenance experience, to include providing direct supervision to staff.

Must be able to work holidays, weekends, and nights during special events/tournaments.

LICENSING AND CERTIFICATIONS:

Required to possess and maintain a valid Class D driver's license.

Must be able to obtain TN Department of Agriculture Commercial Pesticide Applicator Certification within six (6) months of hire.

Certified Sports Field Manager required within twelve (12) months of hire.

SUPPLEMENTAL INFORMATION

Knowledge of supervisory principles; horticulture principles; agronomy principles; turf management principles; sports field maintenance principles, practices, and techniques, including layouts; irrigation systems; plant pathology principles; entomology principles; budgeting principles; inventory maintenance principles; basic mechanical principles; and, customer service principles. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and monitoring budgets; planning and supervising sports field and facility maintenance activities and laying out sports fields; operating, repairing, and planning irrigation system and pump station modifications; monitoring and maintaining inventory; planning and coordinating special events; scheduling and coordinating daily golf course maintenance activities; identifying, documenting, and planning the control of diseases, noxious weeds, and insect problems; mixing and applying a variety of chemicals to grounds; calibrating and adjusting equipment; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, extreme weather conditions, inadequate lighting, work space restrictions, intense noises, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.