Saint Michael's College
Job Description

Job Title: Athletic Field Specialist

Department: Facilities, Grounds

Supervisor or Manager: Associate Director of Grounds and Special Services

Date Created: 8/1/2005 Last Revised: 8/1/2005 FLSA Status: NE

Approved by (print name): ________________________ Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- The care, maintenance, and renovation of all intercollegiate athletic fields and grounds are managed, under limited supervision
- Fields for special events are set up, irrigation systems are maintained and inventories for field maintenance and preparation supplies are managed
- Grounds personnel are available for off hours weekdays and weekends when snow or ice is forecasted and for other duties as required to meet the goals and the mission of the College
- Artificial field is maintained

Essential Duties and Responsibilities:
- Performs functions of position both independently and as a member the Grounds crew
- Participates in major field maintenance and construction projects, to include resodding and regrading, irrigation installation, aerifying, and topdressing of athletic fields
- Sets up game and practice fields for special events; performs painting, game day field preparation, and field equipment placement as appropriate
- Manages inventories of turf products and supplies, to include fertilizers, pesticides, paint, and tools for athletic fields
- Maintains athletic field irrigation systems, to include sprinkler heads, valves, and control boxes, wells, drain lines, manholes, and pump-house system
- Applies herbicides and pesticides as needed to athletic fields
- Operates and maintains grounds equipment to include mowers, spreaders, sprayers, trimmers, and painting equipment used for athletic fields
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices
- Cleans up litter and debris, empties trash containers, and collects rubbish
- Uses hand tools to remove snow and ice from stairs, walks, and ramps; operates spreaders, tractors, backhoe, and skid steer to remove snow and ice from walks, drives, and parking lots
- Moves furniture and carries out special work orders for facility set-ups
- Performs miscellaneous job-related duties as assigned

Secondary Responsibilities:
- Supervises and trains some employees and work-study students
- Maintains and repairs Grounds equipment and College vehicles, assists the Head Mechanic and the Small Engine Mechanic as needed
- Inspects College vehicles and campus shuttle for state inspection
- Drives campus shuttle as needed

Positions Supervised:
- None
Position's Major Contacts:
- All members of the Maintenance department
- Athletic department including student athletes
- Security
- Suppliers and vendors

Demonstrates Excellence in this Position:
- Maintains the athletic fields' playing surfaces at a high standard, displays in-depth knowledge of turf issues and layout of sport field lines
- Meets the schedule of games for student athletes in a timely manner
- Holds an excellent safety record
- Goes above and beyond, “doing all the little things” to make our athletic complex special
- Maintains positive communication with the Athletic department
- Demonstrates flexibility in work schedule to ensure the needs of the athletes are met

Education and Work Experience Required:
- High school diploma plus some post-secondary education, work experience, or specialized training
- Minimum of three years experience with turf grass
- Knowledge and/or experience working with artificial turf preferred

Analytic Skills Required:
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures

Language and Literacy Skills Required:
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills Required:

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>X</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>X</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
<td>X</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td>None</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>X</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>X</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quark</td>
<td>X</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Datatel</td>
<td>X</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Research</td>
<td>None</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Licenses, Certifications and Other Requirements:
- State of Vermont Non-Commercial Pesticide Applicator Certificate-Categories - 3B
- Vermont herbicide/pesticide license or ability to attain within six months
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy
- Commercial Drivers License and State of Vermont Vehicle inspection certificate preferred, but not required

Physical Demands:
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
Saint Michael’s College
Job Description
Job Title: Athletic Field Specialist

- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Athletic Field Specialist, the employee is required to lift and/or move 26-50 pounds.

The physical demands 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 a disability to perform the essential functions.

Additional Requirements for the Job:
- Flexibility to work schedule that meets athletic needs which may require overtime especially during seasons
- Availability for snow removal during the winter months, entailing irregular hours such as nights and weekends
- Must be able to tolerate moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant, odors, and/or loud noises

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.