



## POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Athletic Facilities and Fields Coordinator	<b>Department:</b> Community Education
<b>Immediate Supervisor's Position Title:</b> Director of Community Education	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b> Under the direction of the Director of Community Education, and with the guidance of the Director of Buildings and Grounds and Activities Director, the Athletic Facilities and Fields Coordinator is responsible for coordinating and supervising the operations of the district's athletic facilities and fields. The Athletic Facilities and Fields Coordinator serves as the technical supervisor of the synthetic turf and grass fields to ensure the safety and proper maintenance of all school district property.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises the operations and use of the school district's athletic facilities and fields.
  - a) Oversees all school district athletic venues including stadiums, synthetic turf, ball and grass fields, gymnasiums, and other assigned areas.
  - b) Plans coordinates and supervises the work of skilled, semi-skilled, and unskilled employees in constructing, renovating, cleaning, and maintaining school district athletic facilities and fields.
  - c) Supervises the maintenance of school athletic facilities and fields. Coordinates and monitors contracts and outside contractors in constructing, renovating, cleaning, and maintaining school district athletic facilities and fields.
  - d) Maintains knowledge of security and door access systems, custodial responsibilities, risk management and liability procedures, identifying maintenance needs, facility floor plans, and building codes.
  - e) Manages use of athletic facilities and fields and use of adjacent areas during set-up and execution of all events.
  - f) Conducts weekly athletic facility and field walk-throughs to identify maintenance needs and complete facility checklists. Procures and controls use of supplies and materials for turf fields. Monitors athletic facility and field repairs and maintenance to confirm areas are clean and athletic equipment is in working order for all users.
  - g) Supervises and assists in the preparation of playing fields for events including field maintenance, mowing grass, stripping field lines, setting up cones, moving nets, and delivering equipment for programs as needed.
  - h) Monitors athletic events and responds to unforeseen and emergency needs of users and other guests.
  - i) Performs closing inspections with users to ensure athletic facilities and fields are returned to proper order and identifies any issues after major events.
  - j) Maintains an inventory of athletic facility equipment and supplies and ensures secure storage areas where necessary.
  - k) Advises users on design, set-up, and breakdown of district equipment including, but not limited to, bleachers, lights, score boards, and audio features.
  - l) Serves as liaison between community education, activities and buildings and ground departments regarding areas of responsibility.
  - m) Functions as event day liaison with school and community users of athletic facilities and fields.
- Ensures all aspects of the athletics facilities and fields are ready for competition including proper set-up of facilities and fields in accordance with Minnesota State High School League and National Federations of State High School Association regulations.
- Manages a general maintenance budget for school athletic facilities and fields.
- Performs other duties of a comparable level or type, as assigned. Provides professional expertise and assistance to

district stakeholders concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies.

- Attends work regularly and punctually. Position requires night and weekend work when events are taking place within the athletic facilities and fields.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

**Minimum Educational and Experience:**

Requires a minimum of a four (4) year degree in sports management, facilities management, recreation, leisure services, park and recreation, horticulture, or related field, and a minimum of three (3) years of directly related experience; or an equivalent combination of education/experience necessary to perform the requirements of the position.

**LICENSE/  
CERTIFICATION**

**Identify licenses/certification required upon hiring:**

CPR and First Aid Certification within six (6) months of hire. Valid Minnesota driver's license and evidence of mobility.

**ESSENTIAL  
KNOWLEDGE AND  
SKILLS REQUIRED  
TO PERFORM THE  
WORK**

**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**

- Knowledge of rules and laws addressing public performances and fire and safety codes.
- Knowledge of technology needed for athletic venues.
- Knowledge of school district policies, procedures, and administrative practices.
- Knowledge of the Americans with Disabilities Act and required accommodations.
- Knowledge of crisis intervention techniques and methods.

**Skilled in:**

- Establishing and maintaining effective relationships with students, employees, visitors, and other community stakeholders.
- Providing exemplary customer service to both internal and external customers.
- Representing ISD 110 in a positive and professional manner.
- Communicating clearly and concisely both verbally and in writing.
- Utilizing strong organizational skills and working independently with minimal supervision.
- Managing concurrent projects and meeting deadlines.
- Communicating and enforcing school district policies, procedures, and administrative practices.
- Showcasing district athletic facilities to maximize community satisfaction and potential revenue.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Temporary/Seasonal Athletic Field Assistants	1-3
TOTAL		1-3

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk				X	Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects.	
<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Duties involve working with tools and chemicals and involve risks often associated with climbing ladders, working at heights, confined spaces, occasionally with a low level of light. Position duties include working evening and weekends.