

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB259 Tuma Complex Coordinator
POSITION #/TITLE: 2068 Tuma Complex Coordinator	Adopted: 06-99
	Revised: 02-11

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Parks	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 09
Reports To Position #/Job Code #/JC Title: 0525/NB120/Parks Superintendent	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Knowledge test
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing, Fall Protection	

General Statement of Duties

Coordinates the operation and maintenance of the Tuma Soccer Complex, including program and staff direction, and building and grounds maintenance.

Distinguishing Features of the Class

Some leeway granted for the exercise of independent judgement and initiative.

Examples of Essential Work (Illustrative Only)

Participates in and directs the operation and maintenance of soccer fields, turf and grounds, including application of chemicals;

Proficiently operates, maintains, and supervises use of various motorized and non-motorized turf and grounds equipment including power mowers, trucks, tractors, loaders, aerifiers, top dressers, field markers, chemical sprayers, seeders, fertilizer spreaders, string trimmers, and other specialized turf equipment;

Opens and closes Tuma complex, including operating security system and setting traffic controls in accordance with established policy and procedure;

Lays out and marks soccer fields for various age groups according to applicable soccer field specifications;

Supervises, directs and trains seasonal workers; may direct full-time equipment operators for assigned project work;

Observes turf to detect disease, wear and stress, and determines appropriate treatment or prevention;

Operates, maintains, and repairs irrigation system and components;

Oversees maintenance and operation of concession, maintenance, and other park buildings on Tuma Complex;

Assists in scheduling and promoting league and tournament games at assigned areas;

Compiles and maintains all required records, reports and operational data relating to assigned work items

Helps coordinates monthly, and weekly work and play schedules;

Submits reports and requests to the Parks & Recreation Program Supervisor or other designated staff;
Attends meetings, conferences, and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of turf and grounds maintenance principles and practices;
Thorough knowledge of soccer field layout, preparation, maintenance, operations, and scheduling;
Thorough knowledge of the installation, operations, repairs, and maintenance of irrigation systems;
Thorough knowledge of the rules and standards associated with soccer;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to operate and maintain a wide variety of turf and grounds equipment and tools;
Ability to manage, maintain, and oversee multi-field soccer complex;
Ability to manage, maintain, and oversee a concession building operation;
Ability to manage, coordinate, and evaluate the work of others;
Ability to communicate effectively and maintain working relationships with other department personnel, supervisors, contractors, volunteers, and facility users;
Ability to prepare accurate and reliable reports containing findings, recommendations, and conclusions;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university, with an Associate's Degree in turf management, parks, natural resources, or closely related field preferred; and
Considerable experience in turf and soccer field maintenance with some supervisory experience preferred;
or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work required.

Required Special Qualifications

Iowa Pesticide Applicator License for turf and ornamentals within six months of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision which permits the employee to observe turf and facility maintenance needs and problems, and to operate motorized equipment and perform maintenance and repair activities for turf, grounds, and buildings;
Sufficient manual dexterity which permits the employee to use hand and power tools, and perform construction and maintenance activities;
Sufficient personal mobility, which permits the employee to enter and exit vehicles, work in cramped spaces, transport supplies and materials, and operate a variety of tools used in facility operation and maintenance activities.