

MIDDLETOWN AREA SCHOOL DISTRICT

**TITLE:** Sports Turf Assistant, Trades 1A

**DATE:** May 5, 2017

**REPORTS TO:** Maintenance Supervisor

**APPROVED BY:**

**JOB SUMMARY:** Responsible for assisting the Sports Turf Technician in providing the district with official, safe, attractive, clean athletic and recreational play areas, as well as assisting groundskeepers in the maintenance of district property.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Perform work under the direction of the Sports Turf Technician in the preparation and maintenance of all district athletic fields and recreational play areas.
2. Prepare athletic fields in accordance with NFHS and PIAA standards and assist in preparing athletic venues for sporting events.
3. Maintain athletic fields and recreational play areas for all users of district facilities including layout, lining, mowing, seeding, fertilizing, irrigating, removing leaves and rubbish, and applying pesticides.
4. Perform repairs and renovations of athletic and recreational play areas to ensure optimal playability throughout the year.
5. Report and correct any dangerous, unsanitary, or unsightly conditions that affect playability of athletic and recreational areas.
6. Regularly check the facility management system and athletic scheduling system to review daily athletic events scheduled within the district. Coordinate with and receive direction from the Sports Turf Technician regarding priority work and responsibilities.
7. Serve as the district's assistant trainer for all groundskeepers in athletic turf management procedures.
8. Assist the district's Integrated Pest Management Coordinator and maintain all records required by law. Create and post notices of pesticide applications.
9. Assist in the removal of snow from sidewalks, driveways, and parking areas; and spread sand, salt or ashes to prevent slippery steps and sidewalks through the use of district equipment or hand shoveling.
10. Perform regular inspection, care and maintenance of all athletic areas and bleachers.
11. Maintain, adjust, repair, clean and properly store athletic field equipment in coordination with the Sports Turf Technician.
12. Perform interior and exterior building repairs and renovations whether for regular or preventive maintenance. Perform emergency repairs on an "on call" basis.
13. Make recommendations to the Sports Turf Technician regarding the athletic requirements of the grounds department to assist in the preparation of the budget for supplies and equipment.
14. Assist in the movement of materials, equipment, furniture, supplies, mail, and food when available.

15. In the absence of the Sports Turf Technician, review and coordinate staffing requirements for scheduled work and projects with the Head Groundskeeper and review upcoming schedule requirements with the Athletic Director and the Maintenance Supervisor and/or the Director of Operations.
16. Perform all additional duties as assigned by the Maintenance Supervisor, Director of Operations and/or the Superintendent or designee.

**QUALIFICATIONS:** High School Diploma and two years of experience performing sports turf management related duties. Associate's degree in Sports Turf Management or other related field is preferred.

Must possess and maintain a Pennsylvania Department of Agriculture Public Pesticide Certification #23 (If incumbent does not possess at the time of hire, he/she must obtain within 120 days of employment.)

Knowledge and evidence of basic turf management to include the growing characteristics of warm and cool season grasses and the requirements for maintaining different playing surfaces

Knowledge and evidence of ability to layout and line athletic fields and prepare grounds for sporting events in accordance with NFHS and PIAA standards

Knowledge and evidence of experience in handling lawn care equipment, heavy equipment and pesticide applications

Knowledge and evidence of ability to operate the district's vehicles, snow removal and grounds equipment.

Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

Submission of a report of criminal history record from the Pennsylvania State Police

Submission of a child abuse clearance report from the Pennsylvania Department of Public Welfare

Submission of FBI Criminal History Record

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PHYSICAL DEMANDS:** Ability to reach above and below the waist

Ability to use fingers to pick, feel and grasp objects

Ability to use both hands for repetitive motion

Ability to bend, twist, kneel, stoop, climb, and crawl

Ability to lift and/or move up to 100 lbs

Ability to operate tools and equipment used in the performance of assigned job duties

Ability to sit for prolonged periods of time

**SENSORY ABILITIES:** Visual acuity

Auditory acuity

**WORK ENVIRONMENT:** Ability to work in an external environment subject to temperatures below 32 degrees or above 100 degrees

Subject to outside environmental conditions

May be exposed to atmospheric conditions that include fumes and dust

**TEMPERAMENT:** Must be cooperative, congenial, and service-oriented

Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions

Ability to read and write

Ability to communicate effectively

Ability to organize tasks and appropriate time efficiently

Ability to exercise good judgment and anticipate the district's needs

Ability to lead a diverse team of employees

**SPECIFIC SKILLS:** Ability to drive a vehicle and operate equipment in a safe manner

Ability to utilize various computer programs, including Microsoft Office applications, to perform assigned work duties

Must be able to work overtime and be on-call 24 hours per day

**LICENSE:** Must possess and maintain a valid Pennsylvania Class C (or greater) license and have a safe driving record for the past three years

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

**VERIFICATION:**

The undersigned has read and acknowledges the information contained in this position description.

\_\_\_\_\_  
Position Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date