

## **LEAD GROUNDS & ARENA (Backup to Arena Manager) JOB DESCRIPTION**

### **Nature of work**

This position is responsible for day to day operation and maintenance all district grounds and for all sporting events or projects in all weather conditions and the maintenance of equipment for both grounds and arena equipment. This position is also the backup person for the Arena Manager. On the arena side, work includes tasks which require skill and knowledge in operation of ice rink refrigeration systems, cooling units, rooftop units, water treatment, water softeners, pumps, motors, carpentry, plumbing, electrical, cleaning, and the like. In the grounds area, tasks will involve equipment care, daily checks, maintenance, mowing, spraying and fertilization programs, parking lot upkeep and striping, and athletic event setup. This position also must work closely with facility user groups, Community Recreation Director, coaches, and the districts Activities Director. This position reports directly to the Director of Buildings and Grounds.

### **Major Functions/Tasks**

Grounds activities:

- Coordinates the activities of grounds personnel by establishing work priorities, schedules, making work assignments, evaluating and monitoring work in the department.
- The Lead Grounds/Arena person will assume Arena Manager responsibility whenever the Arena Manager is not available.
- Monitors and schedules the cutting and trimming of district grass and landscaping, servicing/repair of grounds equipment, and snow removal.
- Coordinates and participates in the maintenance, care, and repair of district grounds as well as sets up sports facilities according to athletic specifications.
- Repairs and/or installs playground equipment, builds retaining walls, install and repair signage, and the like.
- Identifies and reports problems and suggested improvements to management.
- Edges, mows, fertilizes lawns, and monitors the watering needs of the grounds; ensures efficient operation of irrigation systems.
- Calculates amounts and applies pesticides according to industry safety procedures; understands and follows material safety data sheets and labels and required emergency treatments for specific chemicals.
- Maintains pathways and roads, patching pot holes, cleaning drains, and sweeping debris.
- Operates power equipment such as, but not limited to, edger, hedge trimmers, chain saws, and tractor/loaders as necessary.
- Sets up stadium and athletic fields for sporting events, including marking athletic fields.
- Assists in the custodial maintenance of stadium including athletic field and bathrooms after events.
- Performs repairs to equipment and irrigation systems.
- Perform other duties around district that may be assigned by the Director of Buildings and Grounds.

#### Arena activities:

- Functions as shift leader unless the Arena Manager is not available to act as manager. In this case, the Lead Grounds\Arena person temporarily assumes the Arena Manager position.
- Operates resurfacers.
- Performs custodial and maintenance tasks as directed.
- Performs maintenance including refrigeration, ice surface, custodial, and mechanical.
- Maintain ice resurfacers by greasing bearings, changing oil, checking hydraulic hoses, changing blade and LP tanks, and performing other related maintenance tasks.
- Perform daily maintenance on ice surface by edging, shaving, flooding, and maintaining proper ice thickness.
- Repair boards, glass, plexiglass, nets, scoreboard, P.A. system, etc.
- Maintain refrigeration system by recording daily logs, water treatment testing, chemical feed systems, water softeners, cooling towers, and making repairs as necessary.
- Sweep and mop floors and stairways, strip, clean, and finish floors, clean bleachers, glass, locker rooms, fountains, etc.
- Remove rubbish from building and grounds.
- Perform other duties around district that may be assigned by the Director of Buildings and Grounds.

#### **Required Qualifications, Knowledge, Abilities, and Skills**

- Minimum qualifications require a high school diploma.
- Current valid driver's license. Must be able to drive district vehicles per State and District insurance regulations.
- Training and experience in the care and maintenance of grounds equipment. Such as, but not limited to, small engine repair and tune-up; sharpening and balancing of mower blades; hydraulic repair; irrigation upkeep, operation, and repair; basic vehicle maintenance; and miscellaneous repairs. This position will help maintain all mechanical grounds & arena equipment.
- Noncommercial applicators license. Department of Agriculture A & E license. (Required or ability to obtain within 1 year from date of employment.)
- Ability to climb & use ladders.

#### **Desirable Qualifications, Knowledge, Abilities, and Skills**

- Ability to perform basic welding.
- Experience laying out and marking athletic fields.
- Ability to train staff on the safe and proper use of grounds equipment.
- Knowledge of arena operations, grounds operations, and maintenance programs.
- Ability to direct the activities of full-time, part-time and volunteer staff.
- Experience maintaining, sealing, and striping parking lots.
- Must be willing to work flexible hours to meet arena/sporting event needs.
- Must be responsible to conduct personal behavior in accordance with environmental and safety regulations, and school district policies.
- PLT electrical license.

- Ability to respond to emergencies.

**In compliance with The Americans with Disabilities Act the following represents the physical\environmental demands**

- This position requires a majority of time spent standing, walking, and lifting.
- Weights of object to lifted and carried will range from 10 to 100 pounds.
- Climbing of stairs, bleachers, and ladders is often required as well as movements such as bending, twisting, and kneeling.
- Excellent sensory skills are important (sight, hearing, and speech) as well as the ability to operate assorted types of machinery\equipment.
- Exposure to heat, cold, dust, fumes, and noise.
- Repetitive movements of both hands and feet are often required.