

GROUNDS MAINTENANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for maintenance and minor repair to playing surface at Falcon Park. An employee may operate motor equipment as part of his or her duties and responsibility. The work is performed under the direct supervision of the Superintendent of Public Works with some freedom allowed to exercise independent judgment in carrying out the work. An incumbent exercises supervision of Laborers, Motor Equipment Operators, Heavy Equipment Operators and Seasonal Laborers. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Maintains the playing surface at Falcon Park in accordance with Minor League Baseball Standards;

Communicates on a daily basis with the team's manager and general manager the status of the playing surface and any field concerns;

Establishes the spring turf maintenance start up program, the maintenance program throughout the baseball season and the late fall winterizing of the playing surface;

Plans, schedules, leads and directs all the facility maintenance programs including the playing surface and park's structures;

Provides maintenance and upkeep of the city's parks buildings including the four at Falcon Park, the clubhouse at Clifford Field and the various structures located at all city parks;

Plans, schedules, leads and directs the care and maintenance of city athletic fields ;

Performs winter activities throughout the city that include plowing and removing snow and ice from city streets, sidewalks and parking lots;

Maintains basic records regarding recreation maintenance and repairs;

Receives calls from the public regarding the use of Falcon Park;

Supervises in work involving laborers and/or temporary and seasonal employees, motor equipment operators and heavy equipment operators;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:

Thorough knowledge of turf science, sod installation and care and maintenance of professional level baseball fields.

Good knowledge of the maintenance of Falcon Park

Good knowledge of the maintenance and upkeep of the city's parks buildings and the various structures located at all city parks;

Good knowledge of tools, equipment, materials in maintenance and care of Falcon Park, the city's parks buildings and structures; and city athletic fields;

Working knowledge of record keeping;

Ability to maintain and perform repairs to equipment, buildings and grounds;

Familiar with tools and construction practices;

Ability to operate motor and other equipment including lawn mowers, weed-eater, pick-up truck with plow;

Ability to orally communicate effectively;

Ability to interact with the public in various situations;

Ability to understand and follow written and oral instructions;

Ability to lead and participate in work involving others;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma; **and**
- (b) Three (3) seasons of professional level baseball athletic field maintenance, including turf management and soil conditioning; **and**
- (c) Two (2) years experience maintaining buildings and grounds.

SPECIAL REQUIREMENTS:

Possession of a New York State Class B Commercial Driver's License is required.

Adopted 9/14/15 CSM
Competitive Class