**Coordinator, Sports Fields Standard Job Description**

**Classification Title:** Coordinator, Sports Fields

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Coordinator, Sports Fields, under general supervision, identifies maintenance needs and issues on assigned sports field and adjacent area to determine the required daily maintenance practices. Manages the mowing schedule for assigned sports fields and adjacent areas. Develops and implements fertility, irrigation, and pesticide application schedules in conjunction with designated supervisor. Is responsible for leading and/or assisting with field management at games/events for all sports.

**Essential Duties and Tasks:**

**45%: Sports Field Operations Management**
Identifies maintenance needs and issues on assigned sports fields and adjacent green areas to determine the required daily maintenance practices. Manages the mowing schedule for assigned sports fields and adjacent areas. Develops and implements fertility, irrigation, and pesticide application schedules in conjunction with designated supervisor. Coordinates all cultural practices along with supervisor including but not limited to aeration, vertical mowing, topdressing, sweeping, blowing, etc. Assists in all other daily maintenance tasks as needed.

**25%: Game Day/Event Sports Field Management**
Is responsible for leading and/or assisting with field management at games/events for all sports as needed. This includes all pregame/event preparation and setup as well as in-game and postgame responsibilities (i.e., painting, dragging, chalking, watering, specialized field repairs, trash and site clean-up, etc.). Serves as the “on-call” field manager for assigned athletic events and assists with field related in-game management. Ensures sports field surfaces and surrounding areas are prepared for practices, competitions, and other scheduled activities. Coordinates with Facilities, Operations, and Special Event departments as needed.

**10%: General Administration**
Supervises student assistant and staff, including training, scheduling, and oversight of their daily tasks. Coordinates with Facilities, Operations, Special Events, and Maintenance departments on field access at assigned venue for all projects or work as needed.

**10%: Projects**
Oversees the maintenance of outside areas as needed. Assists with all departmental projects as needed.

**5%: Equipment**
Oversees the maintenance of equipment on a regular basis.

**5%: Compliance**
Maintains continual and thorough familiarity with all applicable NCAA, Conference and University rules and regulations. Establishes and ensures communication and enforcement of rules and regulations for all staff members and student workers supervised.

**Required Education and Experience:**
Bachelor’s degree or equivalent combination of education and experience
One year working in the green industry.

**Required Licenses and Certifications:**
None

**Required Special Knowledge, Skills, and Abilities:**
Ability to multi-task and work cooperatively with others.
Ability to allocate work assignments and/or task responsibilities, maximizing effectiveness and efficiency of self and others.
Analyzes sports field conditions and develops maintenance plans.
Analyzes problems and develops alternative solutions.
Strong organizational, planning, and prioritization skills.

**Preferred Qualifications:**
Master’s degree or equivalent combination of education and experience
Two or more years of related experience in the sports field management industry. Previous experience working with and managing a student staff.

Valid Class "C" Driver License or the ability to obtain within 30 days of employment. Inability to obtain a valid Class "C" Driver License may result in termination. Subject to yearly Motor Vehicle Record/driver license checks. Ability to obtain Texas Department of Agriculture Pesticide License within 90 days of employment.

Knowledge of sports field management, sand based rootzones, and general turfgrass systems.
Familiarity in the operation and maintenance of tractors, trucks, tractor implements and other self-propelled intermediate size specialty field maintenance equipment and tools.
Excellent communication skills and the ability to clearly communicate and coordinate with fellow team members, coaches, staff, student-athletes, and various users groups.
Knowledge of NCAA playing surface measurements and regulations as well as general NCAA and SEC Conference rules and regulations.

**Machines and Equipment:**

Mowers: 5 hours
Specialty Maintenance Equipment (Tractors, Roller, Infield machine, Sprayer, Painter, etc.): 5 hours
Computer 2 hours
UTV 2 hours

**Other Requirements or Other Factors:**
Sports and special event coverage as needed, requiring frequent nights, weekends and holidays to fulfill assigned duties. Ability to work nights and weekends, as well as breaks and holidays (as needed).

**Preferred Other Factors:**
None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**