



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**ATHLETIC FIELD AND TURF SUPERVISOR**  
(SPECIAL ACTIVITIES BRANCH)

PARKS, RECREATION AND TOURISM Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

---

**GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for the oversight and management of the Athletic Field Maintenance Section. Reports to a Recreation Program Superintendent.

**ESSENTIAL JOB FUNCTIONS**

Responsible for the effective supervision and administration of the Athletic Field Maintenance Section including completion of required reports, operating and capital improvement budget preparation and monitoring, selection, training, performance management, employee relations, prioritizing and assigning work and related activities.

Develops, implements, and coordinates short and long-range plans pertaining to athletic field and turf maintenance program to include all aspects of irrigation and irrigation systems, weed control, fertilization, turf development, turf repair, turf renovation, grass cutting, cutting procedures, soil testing, field drainage, landscaping, infield preparation and construction for City athletic fields; develops and recommends policies and procedures; recommends internal section organization; and establishes and implements management systems to effectively meet operating goals and objectives.

Coordinates field maintenance schedules with program supervisors and other organizational representatives. Ensures proper maintenance and operation of related athletic field and turf management equipment such as top-dresser, motor grader, tractors, mowers, dump truck and aerator; operates equipment frequently.

Performs other duties as assigned.

**PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

**REQUIRED KNOWLEDGE**

- Athletic Field Maintenance - Comprehensive knowledge of the principles, methods, tools and practices used in athletic field and turf construction and maintenance to include the proper use and application of herbicides, pesticides, and irrigation systems.
- Customer Service - Extensive knowledge of principles and processes for providing customer service.

- Safety – Extensive knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Supervision – Extensive knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

### **REQUIRED SKILLS**

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.
- Judgment/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercises good judgment to make appropriate decisions.

### **REQUIRED ABILITIES**

- Communication – Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Financial Management – Ability to perform arithmetic and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

### **EDUCATION AND EXPERIENCE**

Requires an Associate’s Degree in Agronomy, Turf Grass Management, or a related field and 3-5 years experience in athletic turf management or related area with 1-2 years of lead or supervisory experience.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local, state, and sex offender criminal history check.

Must obtain a Commercial Driver’s License (CDL) permit prior to employment and complete the practical portion of the CDL test within 60 days of employment.

Must obtain a Certified Applicators License, Class 3A and 3B within six months of employment and a Certified Fertilizer Applicator (CFA) certification within six months of employment.

Position requires satisfactory results from a medical evaluation and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

### **PHYSICAL REQUIREMENTS**

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, wetness, humidity, temperature and weather extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, or rude/irate customers.