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## Columbus Parks and Recreation Department

### Job Position Description

<b>Position Title:</b>	Athletic Facilities Supervisor
<b>Department:</b>	Parks and Recreation
<b>Reports to:</b>	Associate Director of Park Operations
<b>2024 Salary Range:</b>	\$52,286 - \$65,357
<b>FLSA:</b>	Full Time, Salary Exempt, Safety Sensitive
<b>Supervises:</b>	9 Full-Time & 10-15 Part-time/Seasonal employees

### Application Deadline:

### Introduction:

Columbus Parks and Recreation works to enhance our community's quality of life by maintaining our parks, trails, and green spaces. Currently, Columbus Parks and Recreation is growing and managing over 1,000 acres of park land, 23 parks, and 27 miles of trails to help attract tourism and new businesses, provide welcome spaces for community members to gather, and create safe places for our community members to play and be healthy. As a member of the Parks and Recreation team, you will be vital in keeping these amenities available to all community members. Coming in 2024, we will be adding the NexusPark facilities and grounds to our management umbrella. The City of Columbus and Parks and Recreation has collaborated with Columbus Regional Health to develop the former Fair Oaks Mall into a health and wellness hub for our community members and visitors. If you would like to be a part of this fun and exciting work environment, you can apply online at:

<https://cbusinparks.com/fulltimejobs> . If you need assistance, accommodations or do not have access to the internet elsewhere, call or email City Human Resources 812-376-2570 or [humanresources@columbus.in.gov](mailto:humanresources@columbus.in.gov) to make an appointment to apply in person. We welcome all applicants.

### Employee Benefits:

The City of Columbus offers a competitive benefits package to all full time employees. This includes a comprehensive health insurance plan that begins on the first day of employment, with no waiting period. The City also currently contributes 14.2% of the employee's annual income to the Indiana Public Employees Retirement Fund for every full time employee, which is a guaranteed pension plan to help set employees up for retirement. The City also provides each employee with \$20,000 in life insurance along with short term and long-term disability plans that are 100% paid for, by the City. These are just a few of the benefits offered to full time employees. To see a more in-depth list visit: <https://www.columbus.in.gov/employee-benefits/> .



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**Summary of Functional Responsibilities:**

- Develop, plan, budget, execute, supervise and coordinate maintenance programs, preventive maintenance programs and all projects for Athletic Facilities, Cleaning Crews and Hamilton Community Center & Ice Arena.
- Manage each employee on day to day operations.
- Works closely with Sports Program Manager and HCCIA Manager on providing support for department programs and Parks and Recreation activities.
- Develop, evaluate and improve management plans for Athletic Facilities, Cleaning Crews and Hamilton Community Center & Ice Arena.

**Specific Duties of the Position:**

- Supervise 9 Full-Time employees, 10-15 Part-Time/Seasonal employees and volunteer labor.
- Implement, evaluate and improve management plans for Athletic Facilities, Cleaning Crews and Hamilton Community Center & Ice Arena.
- Develop, prepare and manage yearly budgets for Athletic Facilities, Cleaning Crews and Hamilton Community Center & Ice Arena Operations.
- Plan and prepare yearly business plans and goals for Athletic Facilities, Cleaning Crews and Hamilton Community Center & Ice Arena.
- Develop and plan capital projects for Athletic Facilities and Hamilton Community Center & Ice Arena.
- Capital project management.
- Assist with preparing overall Capital Budgets for the department which includes equipment and projects.
- Meet regularly with Sports Program Manager and HCCIA Manager on events and schedules.
- Meet regularly with Associate Director of Park Operations.
- Recruit, select and train for all vacant Fulltime, Part-time/Seasonal positions.
- Motivate, lead and evaluate the performance of Full-Time, Part-time/Seasonal positions.
- Develop and supervise daily job assignments.
- Manage Athletic Facilities, Cleaning Crews & Hamilton Community Center & Ice Arena training programs.
- Joint responsibility of running Parks and Recreation monthly safety meetings.
- Evaluate and maintain inventory of supplies and other items needed to carry out management plans.
- Continually update Athletic Facilities, Cleaning Crews and Hamilton Community Center & Ice Arena procedures manual.
- Strong working relationship with other Parks & Recreation staff, user groups, volunteers and customers.
- Develop and maintain ongoing relationships with user groups, external partnerships, and sports organizations.
- Manage safety and equipment guidelines for Athletic Facilities, Cleaning Crews and Hamilton Community Center & Ice Arena.
- Develop, implement and manage fertilizer, pesticide and chemical programs and applications.
- Review inspection sheets for Athletic Facilities and Hamilton Community Center & Ice Arena.
- Support in the coordination of volunteer work crews.
- Assist snow removal.
- Update Safety Data Sheets (SDS).
- Pursue continuous improvement in Athletic Facilities, Cleaning Crews and Hamilton Community Center & Ice Arena.
- Ability to multi-task.
- Provide the highest quality customer service.
- Represent the Parks & Recreation Department in a courteous, professional and friendly manner.
- Perform all other duties as assigned by Associate Director of Park Operations.



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**Education and Experience:**

- High school education or state authorized high school equivalent certificate or GED preferred.
- Strong written/oral communication skill and ability to interact with internal and external resources and organizations.
- Five or more years of supervisory experience preferred.
- A high level of facility maintenance, with special emphasis on Athletic Turf, irrigation, HVAC, electrical and plumbing preferred.
- Valid Indiana driver's license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.
- Certified pesticide applicator or ability to obtain in one year.
- Experience in the following areas: Facility management, budget development/tracking, maintenance management, sports turf and field management, maintenance plan development and staff supervision is desirable.
- Must have extensive knowledge in field requirements and specifications along with standards relating to playing conditions and safety for different sports and organizations preferred.
- Mathematical skills required.
- Experience with various types of small and large equipment preferred.
- Proficient computer skills: Word, Excel and Outlook preferred.

**Judgment:**

- Work is of a high degree of difficulty and complexity and is performed under direction of the Associate Director of Park Operations, with considerable latitude granted for exercise of independent judgment.

**Supervisory Responsibility:**

- Manages (9) Full-Time & (10-15) Part-Time/Seasonal employees.
- Supervises volunteer labor.

**Relationships Responsibility:**

- Must be able to work effectively with other Parks and Recreation staff.
- Must be able to work effectively with customers, user groups and independent contractors.

**Working Conditions:**

- Exposure to more than ordinary conditions: Extreme weather and/or stress related to pressure situations, work performance and position duties.
- Will work extended hours to include evenings, weekends and holidays, along with mandatory overtime in order to effectively manage city's sports programs/tournaments and Athletic Facilities.

**Essential Physical Requirements:**

- Use one or two hands to grasp, move, or assemble objects.
- Lift, push, pull, or carry heavy objects.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Make quick, precise adjustments to machine controls.
- See details of objects that are less than a few feet away and more than a few feet away.
- Work for extended periods without getting tired or out of breath.



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- Bend, stretch, twist, or reach out.
- Sufficient balance to climb and remain on ladders and other equipment safely.
- Use fingers to grasp, move, or assemble very small objects.
- Adjust body movements or equipment controls to keep pace with speed changes of moving objects.

Must reside in Bartholomew County or adjoining county within six (6) months of employment

This position is subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing. Annual BMV checks for all drivers.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person and employees at the city may be given other assignments at will.

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