

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Grounds & Athletic Fields Supervisor** Department: **Facilities Management**

Supervision Received: Director of Facilities Management

Supervision Given: Groundskeepers, Utility Crew, and Student Workers

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose: Coordinate the daily activities of the grounds, athletic fields, and campus landscaping division. Actively participate in successful completion of athletic field maintenance, campus grounds & landscaping, and assigned projects. Make every effort to maintain the campus grounds to have the best “curb appeal” possible. Provide the highest quality athletic fields for OBU (OKLAHOMA BAPTIST UNIVERSITY) sports and intramural programs.

Essential functions

- Supervise staff and/or consultants in the application of fertilizer and other chemicals on turf, trees, plants, and shrubs as required
- Organize, prioritize, and schedule the tasks of the groundskeepers
- “Safety First.” Make sure all work performed by department employees is performed safely
- Make sure all work is completed efficiently and professionally, and it conforms to the standards of a well-manicured landscape
- Train and cross-train employees within the department to learn as many aspects of this trade as possible
- Maintain irrigation systems for athletic fields and other areas where irrigation is provided on campus
- Perform inspections of grounds and athletic facilities
- Provide well-maintained athletic fields that meet or exceed standards for competition
- Direct the activities of the campus Utility Crew, responsible for event set-up, moving furniture, records, and campus deliverie
- Any additional duties assigned by the Director of Facilities Management.

Qualifications

Knowledge:

- Detailed knowledge of the technical skills required for the maintenance of grounds, landscaping, athletic fields, and turf management.

Skills:

- Must be proficient in the use of hand and power tools. Basic computer use.

Abilities:

- Establish and maintain an effective supervisory relationship with employees.
- Organize work so it may be completed efficiently.
- Sit, stand, walk, climb, bend, kneel, and grasp for extended periods of time.
- Lift 60 lbs safely.
- Spend extended periods of time in a non-environmentally controlled environment and / or outdoor elements.

Required:

- High school diploma required.
- Within 6 months of employment must acquire and maintain a certified pesticide applicator's license.
- Skill to train, evaluate, motivate, and supervise people is required.
- Possess and maintain a valid Oklahoma driver's license.
- Operate equipment such as forklifts, bucket trucks, dump trucks, trenches, tractors, backhoe, mowers, aerators, spraying equipment, etc.
- Must be willing to be subject to call at any time, day, or night, as well as being in a scheduled "on call" rotation. May also be required to work after hours (nights and weekends) for special campus events and when emergencies arise.
- Must be an active member of a local evangelical church.

Preferred:

- Experience maintaining sports fields, equipment operation, and landscape maintenance operations is required.
- Associate degree and/or certified training in turf maintenance and maintaining sports fields preferred.