



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Athletic Facility Specialist
SCHOOL/DEPARTMENT	Operations/Maintenance
SALARY	Salary Grade 62 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Maintenance
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday; some weekends and late evenings
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Athletic Facility Specialist assists with the maintenance of the athletic facilities of the school system's gymnasiums, fields, tracks, and other athletic venues.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of basic athletics grounds maintenance techniques including line painting, diamond grooming, measuring distances, etc.
- Thorough knowledge of techniques for safe use in the operation of heavy equipment
- Thorough knowledge of mechanical concepts and safety requirements associated with maintaining athletic venues
- Thorough knowledge of procedures, distance regulations, and equipment related to athletics and leagues
- Ability to drive a motor vehicle
- Ability to safely operate heavy equipment
- Ability to use hand and power tools

- Ability to maintain, repair and clean athletic facilities
- Ability to spread grass seed, remove weeds, handle pesticides and herbicides, mow and maintain grass
- Ability to understand and carry out oral and written instructions
- Ability to use a computer and related software applications
- Ability to communicate effectively with school system personnel, students and the community

EDUCATION, TRAINING, AND EXPERIENCE

- High School Diploma or GED
- Two (2) years of experience maintaining athletic facilities
- Background in horticulture and/or landscaping
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Hold or be eligible to hold NC CDL License
- Hold or be eligible to hold License to Dispense Pesticides/Herbicides
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree from an accredited institution in Horticulture, Landscaping, or related field

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain an up-to-date inventory of athletics equipment and maintenance supplies, and monitor the use and return of athletic equipment
2. Maintain athletics facilities by mowing, weed-eating, seeding/over seeding, applying appropriate fertilizers, aerating, watering, blowing off debris, treating for insects, brushing off standing water, scraping/dragging infields, and laying out/lining fields for athletics events
3. Prepare athletics facilities for events by painting goals, putting up nets, moving goals, setting up tables, tents, carts, etc., opening bleachers, cleaning benches, and organizing equipment
4. Manage athletic event clean-up by taking down equipment, storing equipment appropriately, removing trash and debris, cleaning bathrooms, and sweeping and mopping floors
5. Perform preventative maintenance on athletics related equipment and facilities such as cleaning and maintaining water fountains, sweeping, mopping, and sealing/resealing the gymnasium floor, checking end caps on bleachers, greasing, tightening, and cleaning portable goals, maintaining cables, rims, nets, and safety straps on ceiling goals, cleaning and maintaining volleyball nets and soccer goals, checking wheels on ball racks, and checking tennis nets and wind screens
6. Perform additional duties as assigned by the Director of Operations

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light to heavy physical work requiring the exertion of up to 100 pounds of force with a high frequency of lifting, pushing, pulling and carrying equipment and objects. Requires a lot of standing, walking, bending, stooping, kneeling, stretching, climbing, reaching, crouching, and crawling.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, in various types of weather and heat/cold/ inclement weather conditions, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*