

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE:     ATHLETIC COMPLEX MANAGER**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize and coordinate custodial and grounds operations at an assigned athletic complex; perform a variety of technical tasks relative to the care and maintenance of athletic playing fields, tracks and stadium areas; train and provide work direction to assigned staff.

**REPRESENTATIVE DUTIES:**

Lead the work of staff involved in custodial and grounds maintenance and operations, including cleaning of restrooms, stadium maintenance, and related duties; review work assignments for completion and compliance with maintenance standards; evaluate operations and activities and make recommendations for improvements and modifications; participate in training assigned staff and student workers. *E*

Inspect stadium, playing fields and track area for repair needs; recommend improvements and modifications; perform minor maintenance and repair to track. *E*

Water, mow, weed, trim and fertilize lawns; rake and clear debris from walks, fields, and related campus areas; apply herbicides, fungicides and pesticides; lay out, measure and line fields for events. *E*

Communicate with faculty, staff, students and the community in coordinating preparations for special college events; prepare athletic playing fields and track area by following criteria for specific track and field events. *E*

Maintain inventory of custodial supplies; requisition custodial supplies and equipment. *E*

Maintain clean and orderly work areas; inspect assigned areas for safety and fire hazards; maintain safe working conditions. *E*

Answer questions and provide information to faculty, staff, students and the community in accordance with campus procedures; assist in investigation of complaints and recommend corrective action as necessary. *E*

Perform maintenance and repair of the irrigation system; change and adjust heads; maintain controllers and participate in irrigation system installation. *E*

Operate grounds maintenance equipment; operate power tools including mowers, edgers and blowers; maintain hand tools and assigned equipment. *E*

Assist in maintaining computerized irrigation control database.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and procedures of athletic grounds and facility maintenance.  
Athletic playing field, track area and set-up maintenance requirements.  
Methods, practices, equipment and tools used in the maintenance of landscaped areas and facilities.  
Principles and procedures of record keeping.  
Procedures for pesticide and herbicide applications.  
Principles of training and providing work direction.  
Safe work practices and emergency procedures.  
Basic math related to measurements of athletic fields.

**ABILITY TO:**

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.  
Mix and apply various custodial chemicals.  
Perform a full range of grounds maintenance.  
Safely and effectively apply insecticides, herbicides and fungicides.  
Supervise and train assigned staff.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Learn to operate computerized irrigation system.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in custodial and grounds maintenance, including some experience related to athletic field maintenance.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of, or ability to obtain a valid California driver's license.  
Satisfactory completion of a pre-employment physical assessment.  
Satisfactory completion of pre-employment drug testing.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |

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| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.                  |
| <u>4</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to see for purposes of reading printed matter and operating a vehicle and custodial equipment. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels.  |
| <u>3</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation.             |
| <u>4</u> | f. | Ability to bend and twist, push and pull, stoop, kneel, crawl.   |
| <u>3</u> | g. | Ability to lift <u>75</u> lbs.   |
| <u>3</u> | h. | Ability to carry <u>75</u> lbs.  |
| <u>4</u> | i. | Ability to reach in all directions.  |
| <u>1</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*