



Athletic Complex Supervisor

Purpose Statement

The role of the Athletic Complex Supervisor is to ensure the optimal maintenance and operation of all athletic grounds within the Bismarck School District. This includes developing and maintaining the grounds to maximize their educational benefits and usage efficiency, keeping them in a neat and clean condition at all times.

Supervisory Relationship

Reports to: Director of Student Activities

Essential Functions

- **Vehicle Operation and Maintenance:** Drive and maintain various assigned vehicles.
- **Turf and Grounds Care:** Knowledge of turf care for various sports.
- **General Sports Knowledge:** General knowledge of sports such as football, soccer, track and field, softball, and baseball.
- **Field Preparation:** Layout and paint lines for athletic fields. Perform planting, pruning, fertilizing, aeration, and general lawn maintenance. Operate snow removal equipment, including Bobcat, sweeper, front-end loader, and dump truck. Prepare fields for daily activities, clean up litter, restrooms, and stadiums, and transport equipment.
- **Event Operations:** On-site presence during sporting events to facilitate game day operations and field maintenance.
- **Safety and Equipment Operation:** Ensure the safe operation of tools and equipment used in grounds operations. Operate equipment such as chalk liners, line painters, drags, blowers, mowers, field sweepers, pressure washers, and a variety of hand tools. Operate automotive equipment, including pickup trucks with trailer attachments and small dump trucks.
- **Inspection and Maintenance:** Inspect grounds, facilities, and buildings daily for safety concerns and maintenance needs. Complete damage reports and notify supervisors of needed repairs. Assist with minor repairs to buildings, structures, and equipment as time allows.
- **Sprinkler Systems:** Schedule repairs and maintain underground sprinkling systems.
- **Task Planning:** Plan, organize, and complete tasks efficiently.
- **Communication:** Resolve issues associated with incomplete work order requests through effective communication.
- **Work Area Maintenance:** Maintain a clean, well-organized work area and secure materials and supplies.
- **Irregular Hours:** Available on-call 24 hours a day, including weekends, nights, holidays, and during adverse weather conditions and emergencies.
- **Supervision:** Supervise custodial staff. Assigned to facilities and custodial duties during the winter season.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate equipment used in industrial maintenance, including electrical cleaning equipment and common tools.
- Adhere to safety practices.

Knowledge

- Perform basic math, including calculations with fractions, percentages, and ratios.
- Read and follow multi-step written and oral instructions.
- Understand methods of industrial cleaning and safety practices.

Abilities

- Schedule activities, collate data, and use job-related equipment.
- Work flexibly with a wide diversity of individuals.
- Communicate effectively with diverse groups.
- Adapt to changing work priorities, meet deadlines, and handle constant interruptions.
- Work as part of a team.

Responsibility

Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as needed. Have a continual impact on the organization's services.

Work Environment

Physical demands include significant lifting, carrying, pushing, and pulling, with some climbing and balancing, and frequent stooping, kneeling, crouching, and crawling. Generally requires 5% sitting, 85% walking, and 10% standing. Work performed under minimal temperature variations with some exposure to risk of injury or illness.

Experience

Job-related experience is desired.

Education

High school diploma or equivalent.

Required Testing

Post Offer Physical Exam

Continuing Education/Training

Participate in ongoing training as required.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PA

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.