



**Job Description**  
Prepared/Revised Date: July 2024

Job Title: **Stadium Operator**  
 Job Family: **Athletics and Activities**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **100528**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **Yes**  
 Pay Range: **G 10**

**SUMMARY:** Responsible for the day to day operations of Five Star Stadium and/or North Stadium; provide support to the Veterans’ Memorial Aquatic Center as needed; Provide customer service to facility users including school administration, staff, students and non-district entities. Responsible for the overall cleanliness, sanitation, security, safety and maintenance of the assigned stadium including the, buildings, grounds, and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Event Management - Manage and be present at all events/games that are scheduled at the District athletic stadium/s. Conduct setup and tear down as needed for the events/games. Will be the main point of contact for the facility during events/games. Assist the Athletic Facilities Lead Operator with improvements, plans, schedules, gate procedures, cleaning and maintenance to ensure the well-being of students, parents and staff at the district athletic stadiums. Assist and provide oversight to the Event Assistants during games/events including: cash start-up and reconciliations in order to maintain proper stadium cash funds; direct booster band and spirit clubs for set-ups and concessions operations. As the main contact for the events, ensure effective communication between each schools’ administration before, during, and after the event/games to determine needs/details. Inform the Athletic Facilities Lead Operator about school needs, maintenance, security, concessions and media operations, to promote integrated operations for athletics and activities.	D	45%
2. Stadium Maintenance – Responsible for the overall cleanliness, sanitation, security, safety, and maintenance of the stadium. Perform cleaning duties including, removing trash and cleaning and/or sanitizing of all locations facilities, including, but not limited to, rooms, restrooms, hallways, stairwells, common areas, bleachers, concessions, ticket booths, locker rooms, press boxes, parking lot and walkways, and custodial offices/storage areas. Perform landscaping duties as needed. Perform daily operational checks of lighting, plumbing, electrical, and HVAC systems. Develop and ensure completion of daily, summer, seasonal, and project cleaning. Perform minor repairs and building modifications. Organize and prioritize repair or maintenance requests, submit work orders and work with technician or contractor to ensure completion and satisfaction. Order and inventory supplies. Request orders of first aide, office, chemical, custodial and other operating supplies from the Athletic Facilities Lead Operator.	D	20%
3. Field Maintenance - Prepare and maintain athletic fields, tracks and district property including synthetic turf and field lining of district stadiums. Conduct synthetic field maintenance including: sweeping, brushing, blowing, lining and repairing tears and seams.	W	15%
4. Facility Maintenance - Ensure safe access to the stadium buildings daily, including snow and ice removal; activating appropriate lighting; locking and unlocking specified windows, entryways, and doors; checking for inoperable doors and windows; monitoring unauthorized entries; and removing slipping hazards. Perform snow removal from parking and pedestrian areas when needed, utilizing loaders, plows, shovels, tractors and other snow removal equipment. Apply pre- and post-ice control material. Perform and document building operation safety checks including inspection of building systems, outside grounds and parking lot and building cleanliness. Act as the central point of contact for stadium visitors, including but not limited to, community, local law enforcement, fire departments, vendors, contractors, staff, teachers, parents, building use participants, maintenance technicians, and district employees.	D	10%
5. Assist the Athletic Facilities Lead Operator with training and mentoring of other stadium personnel. Assist the Athletic Facilities Lead Operator with operations, events, repairs, cleaning or other general work at other district facilities including the Veterans’ Memorial Aquatics Center (VMAC) as needed.	W	5%

6. Perform other job related duties as assigned		5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Prefer a minimum of 1 year of experience in custodial, landscaping, grounds or stadium maintenance.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must successfully complete a pre-hire, post-offer physical abilities examination.
- The ability to drive district vehicles under established district guidelines: valid Colorado driver’s license, with no more than 2 moving violations in 1 year
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Ability to frequently travel among district facilities.
- CPR/AED/First Aid certification required within 3 months of entering position.
- Turf Management Certification required within 1 year of entering position.
- Effective March 2025, ServSafe Certification is required within 3 months of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to comply and participate in district and department On-call policy.
- Ability to positively lead and train others.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to work with students with diverse backgrounds and abilities.
- Interpersonal relationship skills.
- Critical thinking and problem solving skills; ability to make sound decisions and use good judgment in stressful situations.
- Highly developed sense of integrity and commitment to customer satisfaction.
- Willingness to work a flexible schedule and overtime when needed.
- Ability to work independently with minimal supervision.
- Ability to manage multiple tasks and multiple priorities with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and typical office equipment.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 1 month of entering position.
- Operating knowledge of Microsoft Word and Microsoft Excel.
- Ability to operate hand tools.
- Ability to independently operate a utility vehicle within 3 months of entering position.
- Ability to independently operate snow removal equipment within 6 months of entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Athletics Facilities Lead Operator	100519

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	None		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Orders, maintains inventory of, and purchases (P-card) supplies and items pertaining to maintenance and facility equipment, athletic equipment, concession equipment, supplies, food, office supplies, etc.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	