RESOLUTION OF THE COMMON COUNCIL	
Authorizing and directing the proper city official(s) to approve the Public Works Athletic Facilities Superintendent position description. Committee Action: Personnel Committee recommends approval. (4-0) Fiscal Impact: None	
File Number: R-43-2023	**Date** March 14, 2023

WHEREAS, the Personnel Committee received a request to approve the Public Works Athletic Facilities Superintendent position description, and,

WHEREAS, the Personnel Committee met on Monday, March 6, 2023, to review the Public Works Athletic Facilities Superintendent position description and,

WHEREAS, the Personnel Committee recommends approval unanimously (4-0) to approve the Public Works Athletic Facilities Superintendent position description, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to approve the Public Works Athletic Facilities Superintendent position description.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____ _____

Timothy Swadley, Mayor **Date**

Council Action: _____ ☐ **Override** **Vote** _____

Stoughton Wisconsin

Public Works Department

Athletic Facilities Superintendent

REPORTS TO: Director Of Public Works **PAY GRADE:** **FLSA: N**

SUMMARY OF POSITION

Under the direction of the Director of Public Works, the Athletic Facilities Superintendent performs functions necessary to maintain the City's athletic facilities, which includes, but are not limited to baseball and softball diamonds, striping of flag football and soccer fields, sport courts, unpaved multi-use trails and will be in charge of the City's turf management program in the parks.

The purpose of positions in this classification is to coordinate and perform work activities to facilitate safe and aesthetically pleasing playing surfaces and facilities for passive and structured use of City athletic facilities. This position will operate a variety of heavy and light equipment to perform maintenance and repair tasks for the City of Stoughton parks system, snow, and ice removal operations, and may assist other City divisions or departments as necessary to provide a quality service to the residents of Stoughton.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- In charge of maintaining athletic facilities owned by the City of Stoughton including, but not limited to, field surface preparation, field layout and painting, sport courts, and general sports facilities maintenance.
- Coordinate with user groups regarding field maintenance expectations and delivery.
- Coordinates the City of Stoughton Turf Treatment Program.
- May participate in the application of pesticides under the supervision of a licensed pesticide applicator.
- Participates in Streets plowing/salting operations and will have an assigned plow route.
- Perform semi-skilled work involving concrete, carpentry, plumbing, painting, etc.

- Operates a variety of machines such as, but not limited to, dump trucks over 26,000 G.V.W., aerial bucket truck, end loader, motor grader, backhoe, skid steer, jack hammer, cutting torches, welder, vibrating roller, various mowers, tractors, stump grinder, brush chipper, painting machine, snow removal equipment, (i.e. plow truck with wing and sander, heavy duty snow blower), small dump body, utility vehicles, bat wing mowers, turf aerator, sprayer.

- Operates chainsaw, string line trimmer, walk-behind mower, sod cutter, edger, field maintenance equipment, paint striping machines, hedge trimmer, carpentry tools, and other hand tools.

- May clean and repair parks facilities including, but not limited to restrooms, open air shelters, playgrounds, signs, and other city owned properties.

- Assist with opening & closing of parks, recreation and facilities including, but not limited to, park shelters, Troll Beach, splash pad, and irrigation systems.

- Collects and disposes of garbage from parks, parking lots, and greenways.

- Removal and trimming of trees within city right-away, parks and other city owned properties. Including cutting, chipping, and removal of trees, brush, and yard waste.

- Perform light mechanical work on mowers and small engines, as well as various other equipment.

- May assist with the winter ice skating rink.

- Performs routine equipment maintenance tasks as directed such as fueling, checking fluid levels, replacing belts and filters, changing oil, and greasing chassis. Repairing and changing tires. Making new hydraulic hoses, etc.

- Provide necessary work oversight to seasonal and limited-term employees.

- Participates in ongoing equipment and safety training.

- Assists in recommending on-site operational changes.

- Provides recommendations for capital projects to the Director to Public Works and assists with procuring estimates for budget preparation.

- Knowledge of and implements safety procedures according to MUTCD.

- Participates in the on-call rotation and must be available to respond during emergencies.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Assists other City departments, as needed.
- Assist streets with brush and leaf collection operations as needed.
- Removes potential hazards, dead animals, etc.
- Notifies digger's hotline of digging operations.
- General landscaping at various city facilities.
- Install/remove city piers (spring and fall).
- Ability to work with a variety of carpentry, cement and other hand tools required for jobs.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High school diploma with preference given to the candidates who possess one or more of the following: prior experience in machine operation, vocational/technical training in parks or general facility or equipment maintenance, one to two years heavy equipment operating experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certification in CPR and first aid preferred or will be required to be obtained after hire.
- A valid operator's license and Commercial Driver's license class B, C, D with air brakes, tanker and trailer certification endorsements required at hire.

Language Ability and Interpersonal Communication Skills

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information, such as work orders, grade sheets, hazardous materials lists, safety manuals and procedures,

construction specifications, blueprints, equipment operating manuals, time sheets, maps, vehicle logs, accident reports, technical operating manuals, procedures and guidelines.

- Ability to communicate effectively with customers, department personnel, law enforcement personnel, contractors, tree trimmers and other city employees.
- Ability to help and teach seasonal workers with various duties.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects, materials and ingredients.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as motor grader loaders, backhoes, dump truck with plows, sanders and wings, street sweepers, truck mounted leaf vacuum, skid steer, tractors, stump grinder grubber, common mechanic's hand tools, transit, chain saw, brush chipper, welder, cutting torches, jack hammers, air tools, hydraulic jack, grinder, and other equipment as needed in job performance.
- Ability to perform routine repairs on complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements involved in repair and maintenance tasks.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling over 50 pounds.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____Date: _____