



Turf Coordinator (East Side Sports Complex)

St. Charles Park District

Contact Name: Fred Ekberg

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Closing Date:

Salary: \$53,195 - \$60,509 DOQ

Description:

Please apply directly on our website at www.stcparks.org/jobs.

Starting salary: \$53,195 - \$60,509 DOQ. This position is classified as full-time, non-exempt.

Job Summary – About the Role

The ESSC Turf Supervisor plays a pivotal role in the maintenance and management of East Side Sports Complex (ESSC) a facility of the St. Charles Park District. This hands-on position entails overseeing turf maintenance operations, coordinating staff, ensuring the implementation of safety protocols, and maintaining effective communication with relevant stakeholders.

Knowledge, Skills & Experience

This position is well suited for someone with a friendly and positive personality who is productive and shows initiative, is an effective written and oral communicator, is reliable and safety-minded.

Required: Strong background and knowledge in all aspects of turf maintenance, seed selection, fertilization, disease and pest identification plus a knowledge of hand tools, grounds equipment and operation of trucks and tractors.

Preferred: A high school degree plus technical training in horticulture, agronomy or related field is required. Four to six years experience in turf management or related field with some supervisory experience. A valid Illinois State Driver's License is required. Must have and maintain a CDL Class B License with air brake endorsement or obtain within six months of hire. Must have or obtain an Illinois spray applicator license. Maintain current CPR/AED/First Aid Certification or obtain certification within six months of hire.

Essential Functions of the Position or Role **Park District Cornerstones**

- Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park District's safety and risk management program.
- Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other agencies or organizations as delegated.
- Recommends improvements and efficiencies to better accomplish individual and district goals in the best interests of the St. Charles Park District community.
- Comply with park district policies and administrative procedures.
- Effectively communicate both orally and in writing.

Responsibilities

- Design, select, prepare and planting of new turf areas.
- Implement and coordinate turf management practices including fertilization, aerification, disease, weed and pest control, topdressing, over seeding and irrigation for both new and established turf areas.
- Renovate, build, prepare, and upkeep sports fields for scheduled games and tournaments, adhering to industry standards for various sports such as Soccer, Baseball, Softball, and Football. Tasks include mowing, fertilizing, watering, and ensuring optimal turf conditions.
- Prepare and maintain ball fields for scheduled play. Notify scheduled site users of any field cancellations.
- Perform repairs, modifications and installation of drainage tile, drainage ditches and irrigation systems.
- Operate Park District vehicles, tractors, loaders, and other motorized equipment.
- Operate equipment including, but not limited to mowers, weed whips, pressure washers, blowers, aerators, spreaders, and other miscellaneous power equipment.
- Work over and above required daily hours when necessary.
- Displays a courteous demeanor towards customers and colleagues, fostering teamwork, transparent communication, and efficient customer service.

Administrative

- Each day, oversee facility opening and coordinate the scheduling of daily maintenance tasks, which include, but limited to, daily cleaning, upkeep of grounds and facilities, as well as mowing and trimming schedule.
- Collaborate with user group game schedulers, tournament supervisors, and park rentals to address their requirements and provide necessary support.
- Ensure effective communication regarding field conditions and notify scheduled users promptly in case of unplayable fields.
- Accountable for vehicles and equipment maintenance, inventory of tools and commodities necessary for maintaining ESSC.
- Research and recommend purchases to enhance operational efficiency.
- Maintain comprehensive records of all completed work, encompassing improvements made, projects finalized, supplies allocated to user groups or tournaments, herbicide usage logs, and general work plans.
- Ensure consistent communication with the Assistant Superintendent, providing timely updates on any work-related issues and modifications to completed work plans.
- Inventory tools and commodities necessary for the operation of the turf section of the Parks Department.
- Attends training, seminars, and meetings as required.
- Support the Assistant Superintendent of Parks in both long-term and weekly work planning, as well as in the preparation of the annual fiscal year budget.
- Attends training, seminars, and meetings as required.

Supervisory

- In consultation with your immediate supervisor, exercise supervisory authority and judgement on an on-going basis related to subordinate employees reporting directly to you, in matters including development of job descriptions, hiring, lay-offs, compensating within approved budgeted parameters and disciplinary action, up to and including termination, in compliance with Park District policies and procedures.
- Exercise supervisory authority and judgement on an on-going basis to subordinate employees reporting directly to you in matters including, but not limited to: employee training, scheduling, assigning, directing and overseeing completion of work assignments and employee performance evaluation.
- Supervise assigned full and part-time employees in accordance with responsibilities outlined, including scheduling and recruiting staff to meet the scheduled needs of the ESSC facility.
- Assess the performance of assigned personnel and enhance their productivity through both instructional guidance and direct, hands-on work alongside the staff.

Marginal Functions of the Position or Role

- Assist with snow removal.
- Assist with ice rink maintenance.
- Assist with special events.
- Perform all other duties as assigned.

Physical and Environmental Requirements

Please see job posting on Career Website at www.stcparks.org/jobs for Physical and Environmental Requirements

EEO Statement and Accommodations

The St Charles Park District is an equal opportunity employer under all state and federal laws and regulations. The job responsibilities are subject to accommodations pursuant to the Americans with Disabilities Act of 1990. If you require assistance or accommodation with the application process, please contact the Business Department at 630-584-1055.