

MEMORANDUM

To: Commissioners:
Grady L. Pettigrew, Jr., President
Stefanie L. Coe, Member
Delena Edwards, Member

From: C. Amy DeLong, Executive Director
Tamira M. Rollins, Personnel Administrative Manager
Charday M. Litzzy-Taylor, Personnel Analyst I
Beth A. Dyke, Personnel Analyst I

Date: September 6, 2018

Subject: Request of the Civil Service Commission staff to create the specification for the classification Sports Field Maintenance Worker, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly.

ANALYSIS AND RECOMMENDATION

Civil Service Commission staff received a request from the Recreation and Parks Department to create the specification for the classification Sports Field Maintenance Worker to fulfill an operational need as a result of tremendous growth within the department's Sports Section. Currently, the department is using the Laborer and Recreation and Parks Aide (Seasonal) classifications to satisfy this need, however, using these classifications has been problematic due to the growth of the program and the specialized skill set and knowledge required to perform the scope of work. Due to limited staff, increased demand and the acquisition of additional sports fields coming under the purview of this section, the department does not have the staff or resources necessary to train individuals coming in without specific sports field maintenance experience. The proposed Sports Field Maintenance Worker would be placed in series with and report directly to the Sports Field Maintenance Supervisor.

The Sports Section is responsible for maintaining and preparing the fields at multiple sports complexes such as Lou Berliner, Anheuser-Busch, Kilbourne Run, and Cooper, as well as maintaining all of the City's ball diamonds (over 100 currently) and providing services

contracted to youth and adult athletic groups. These services include additional mowing and lining of sports fields during events. Recently, the City purchased several additional sports fields which now include synthetic turf fields that must be maintained by this section. In total, the Sports Section maintains over 383 acres of land. The projected revenue generated by the Sports Section for this year is estimated to be around \$1,200,000, an increase from the \$1,036,094 generated in 2017. The proposed classification, located within the Sports Section of Recreation and Parks, would be responsible for maintaining and preparing the City's athletic fields for a variety of sporting events.

By **DEFINITION**, an incumbent of this classification, working under general supervision, will be responsible for performing fully skilled landscaping and ground maintenance work specific to athletic fields. Some of the proposed **EXAMPLES OF WORK** include:

- Prepares athletic fields for sporting events by chalking the fields according to specified dimensions, watering infields, and setting bases;
- Participates in the maintenance of synthetic turf and skinned surface sports fields which includes checking infill depth, vacuuming and deep cleaning, replacement and repair, renovation and laser grading, and edging;
- Performs routine maintenance to landscape and turf grass areas within the park including, seeding, mowing, weed eating, debris removal, mulching, and watering;
- Inspects sports fields for safe and fair play;
- Operates mowing and other sports field maintenance equipment;
- Participates in the application of pesticides and fertilizers; operates and calibrates pesticide and fertilizer application equipment.

The proposed **MINIMUM QUALIFICATIONS** require one (1) year of sports field maintenance experience and the possession of a valid motor vehicle operator's license. Some positions may participate in or oversee the application of pesticides and fertilizers. In accordance with regulations set forth by the Ohio Department of Agriculture, individuals applying pesticides and fertilizers to Federal, State, or local public property, who are not under direct supervision of a Commercial Applicator licensee, are required to have a Commercial Applicator License. Therefore, some positions may require a valid Turf Pests, Industrial Vegetation, or Landscape category Commercial Applicator License. The proposed Minimum Qualifications would allow for internal employees working within the section to acquire the

experience. The Minimum Qualifications read as follows:

One (1) year of experience in sports field maintenance.

Possession of a valid motor vehicle operator's license.

Some positions may require possession of a valid Commercial Applicator License (Turf Pests, Industrial Vegetation, and/or Landscape category) issued by the Ohio Department of Agriculture.

The **KNOWLEDGE, SKILLS, AND ABILITIES** section was developed by identifying those skill sets that would be considered important for successful job performance. These include:

Considerable knowledge of the methods, tools, supplies, and general practices and principles needed to construct and maintain sports fields; general knowledge of turf science applicable to athletic fields; ability to operate equipment needed to maintain turf grass and sports fields; ability to safely operate vehicles with a trailer; ability to operate a computer and utilize related software; ability to teach practices and principles to others; ability to develop and maintain effective working relationships with others; ability to communicate effectively; ability to deal effectively and tactfully with the general public; ability to work outside in all kinds of weather; ability to write reports and maintain records.

It is proposed that the **Examination** type be designated as *Competitive*. It is further proposed that the **Probationary Period** be assigned *365 Days*, which is consistent with the anticipated learning time due to the cyclical nature of seasonal sports. This classification will be assigned to the *Labor and Maintenance Job Family*, and to the *Groundskeeping Group*. The **EEO/DOJ Job Category** will be designated as *Service-Maintenance*. It is recommended that this classification be assigned to the *Grounds and Landscaping* and *Maintenance* NEOGOV Job Interest Categories.

It is requested that the classification for Sports Field Maintenance Worker be created as proposed and Rule XI amended accordingly.

Contacts:

Jack Castle, Recreation Administrative Coordinator, Sports Section, Recreation and Parks
Deanna Kies, Department Human Resources Officer, Recreation and Parks

CAD/TMR/CLT/BAD:mmm:S:\Classification_Plan\Current Projects\CLASSIFICATION REPORTS\Arsports Field Maint Wrkr CLT BAD
CREATE.Docx
File reference: Create

Attachment

(Proposed Specification)

SPORTS FIELD MAINTENANCE WORKER

DEFINITION

Under general supervision, is responsible for performing fully skilled landscaping and ground maintenance work specific to athletic fields; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Prepares athletic fields for sporting events by chalking the fields according to specified dimensions, watering infields, and setting bases;

Participates in the maintenance of synthetic turf and skinned surface sports fields which includes checking infill depth, vacuuming and deep cleaning, replacement and repair, renovation and laser grading, and edging;

Performs routine maintenance to landscape and turf grass areas within the park including, seeding, mowing, weed eating, debris removal, mulching, and watering;

Inspects sports fields for safe and fair play;

Operates mowing and other sports field maintenance equipment;

Participates in the application of pesticides and fertilizers; operates and calibrates pesticide and fertilizer application equipment;

Leads daily operations, monitors facilities during tournaments and sporting events, and assigns work to seasonal employees according to needs and performance standards;

Maintains routine records and reports;

Assists in general facility and restroom maintenance, as well as trash and litter removal; maintains the orderliness of indoor sports facilities, gymnasium floors, and common areas;

Inspects sports field maintenance equipment for mechanical readiness and safety;

May perform light maintenance and repair of sports field maintenance equipment, as needed.

MINIMUM QUALIFICATIONS

One (1) year of experience in sports field maintenance.

Possession of a valid motor vehicle operator's license.

Some positions may require possession of a valid Commercial Applicator License (Turf Pests, Industrial Vegetation, and/or Landscape category) issued by the Ohio Department of Agriculture.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the methods, tools, supplies, and general practices and principles needed to construct and maintain sports fields; general knowledge of turf science applicable to athletic fields; ability to operate equipment needed to maintain turf grass and sports fields; ability to safely operate vehicles with a trailer; ability to operate a computer and utilize related software; ability to teach practices and principles to others; ability to develop and maintain effective working relationships with others; ability to communicate effectively; ability to deal effectively and tactfully with the general public; ability to work outside in all kinds of weather; ability to write reports and maintain records.

Probationary Period: 365 Days
Examination: Competitive

Job Family/Group: Labor & Maintenance/Groundskeeping
EEO/DOJ Job Category: Service-Maintenance

Class established:
Current spec:
Commission action taken: Create
Last reviewed:

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: *Pending legislation*
Salary: *Pending legislation*
FLSA: *Pending legislation*

Appointing Authority

Date

CLASS PLAN INDEX

X. LABOR AND MAINTENANCE JOB FAMILY

K. GROUNDKEEPING GROUP

This group includes classifications responsible for maintaining the beauty and safety of municipal parks, golf courses, landscaped grounds, and other municipal property.

- 3696 Gardener
- 3697 Gardener Supervisor

- 3712 Greenskeeper
- 3713 Golf Course Superintendent
- 3714 Golf Courses Maintenance Manager

- 3769 Parks Irrigation Specialist

- 3770 Parks Maintenance Worker
- 3772 Parks Maintenance Supervisor
- 3773 Parks Maintenance Assistant Manager
- 3778 Parks Maintenance Manager

- XXXX Sports Field Maintenance Worker**
- 3779 Sports Field Maintenance Supervisor

- 3760 Tree Trimmer
- 3761 Tree Trimmer Supervisor