

South Jordan City

Job Description

Title: Sports Field Coordinator
Org: 100540
Pay Grade: M06

Effective Date: 4/25/2025
FLSA Classification: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of general administrative supervisory and leadership duties related to planning, coordinating and directing all phases of ballfield management, maintenance, scheduling, preparation, and project planning.

SUPERVISOR

Parks Manager

POSITION(S) SUPERVISED

Parks Maintenance Worker

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's Supervisor.

Preparation of the ballfields and multipurpose fields for tournaments or league play. Maintain fields to playable conditions.

Work closely with the Recreation Department on scheduling, league play planning, operational costs, etc.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Manage the day-to-day operations of the 6 City baseball fields, 4 softball fields, and other multi-purpose fields determine and recommended projects and resting periods for the fields; specify work schedules and deadlines.

Review performance and makes decisions affecting job retention, advancement and discipline; initiates and participates in the recruitment and selection of staff; develops and conducts staff training.

Provide training to all supervised employees to improve efficiency and effectiveness of work procedures.

Perform general administrative duties; maintain comprehensive work records, maintenance records, and equipment and labor costs.

Provide proper safety training to all supervised employees and enforce safety division and department policies and procedures

Perform and/or coordinate field supervisory duties including watering fields, repairing bases, pitching mounds, batter's boxes, and transition areas of infield and outfield; coordinate and participate in planting of lawns, trees, shrubs and other greenery; supervise pruning and trimming projects; assure adherence to watering schedules.

Direct the installation maintenance and repair program of water sprinkler system for all fields; supervise and direct mowing, watering and aeration of the fields; carry out supplemental irrigation to sustain or force growth; assure operation and maintenance of automated sprinkler systems and water pumps; inspect projects to determine work progress and general condition of grounds.

Oversee seasonal duties such as winterizing sprinkler systems to avoid freezing, flush watering systems in spring, and repair equipment and facilities.

Respond to public questions, explain baseball, softball, and multipurpose field policies and procedures, and resolve disputes among residents or patrons utilizing the facilities.

Act as liaison to the different leagues and user groups who reserve city owned ball fields, multipurpose fields, etc. Coordinate schedules and needs with league and group representatives. Determine conditions and safety issues of fields and make the necessary judgment for cancellation of programs/games.

Conduct plan reviews, inspections and acceptance of City baseball fields.

Act as project manager for assigned capital improvement and other sports field improvement projects.

Provide back-up support to other divisions within the Public Works Department.

Required to work afterhours/weekends when deemed necessary and respond to emergencies and natural disasters.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
 - B. Six (6) years of experience in a field directly related to above duties; two (2) years of which have been in a supervisory capacity either directly or a closely related field.
- OR
- C. An equivalent combination of education and experience

2. Special Qualifications:

Valid Utah Class D Driver License

Certified applicator of herbicides and pesticides through the State of Utah or ability to obtain within one year of hire date.

Certified Sports Field Manager through the Sports Field Management Association is preferred

Certified Parks & Recreation Professional is preferred

3. Knowledge, Skills and Abilities:

Ability to communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a division engaged in a variety of construction projects related to parks systems; read and interpret engineering drawings and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

Considerable knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, aerators, tillers, welder, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

Considerable knowledge of state and federal regulations governing installation and maintenance of water systems.

Skill in the operation of various types of light equipment such as large area mowers, front-end loader, tractor, backhoe, etc., general mechanics, basic electrical and plumbing operations, basic carpentry.

Ability to recognize and identify common weeds and pests; recognize and identify diseases common to turf and greenery; effectively apply chemicals for the abatement and eradication of noxious weeds and insects; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, subordinates, and the public.

Ability to operate a personal computer and Microsoft products.

Ability to supervise and motivate employees. Skilled in problem solving.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instruction, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes while participating in parks projects.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes prior descriptions for the same position.

Human Resources Use Only

Job Class:	Sports Field Coordinator	EEO-4 Class:	Serv/Maint
Location:	Parks	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	1244