



CLASSIFICATION	10
RANGE	\$44,052 - \$66,078
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	30-DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	YES

Turf Manager

Job Summary:

The turf manager is responsible for the operation and maintenance of sports fields with direct responsibility for Tier 1 fields and oversight responsibility for Tier 2 and Tier 3 fields. This position manages and assists full and part-time staff, and may also supervise community service workers. Develops specifications for and oversees the purchase, inventory, maintenance and repair of products and equipment and the purchasing of services. Renders professional advice, opinions, assistance and services to supervisors and user groups, as required. Participates in master planning meetings.

Key Responsibilities/Essential Functions:

- Do the right thing.
- Promote the vision, mission and values of the Board of Supervisors and County Government Organization.
- Develops maintenance programs for sports fields including fertilization, pest, disease and weed control, and irrigation and drainage; implements and manages programs for Tier 1 fields; oversees implementation and management for Tier 2 and 3 fields.
- Responsible for the appropriate provision, utilization and maintenance of support infrastructure, systems and equipment.
- Manages and schedules staff.
- Coordinates field maintenance with Department of Recreation and County schools sports schedules. Manages and assists in the implementation of a sports turf fertility program including irrigation.
- Manages and assists with athletic field maintenance and game set-up for sporting events; ensures fields are safe and playable.
- Supervises and manages Sports Field Technicians; assists in the oversight and performance assessment of Grounds Maintenance Technicians.
- Communicates policies and procedures, directions and instructions to staff and ensures compliance.
- Coordinates the daily, weekly, and monthly work schedules for full and part-time staff.
- Assists with and supports the development of annual operating and capital budgets and 5-year capital improvements plans.
- Schedules, documents and maintains records for the inspection and maintenance of vehicles, equipment and facilities.
- Manages the inventory for all equipment, materials and supplies.
- Supports snow removal for County parking lots and walkways, as required.
- Maintains Safety Data Sheets for pesticides and other chemicals.
- Performs other related duties as assigned.

Job Requirements:

- High School Diploma or GED equivalent required. Bachelor's degree in turf management or related field preferred.

- 5 years of professional experience in maintenance of grounds and sports fields or similar activities, including the use of related tools, equipment and machinery required.
- 2 years experience administering a comprehensive turf management program.
- Minimum of 3 years of responsible management experience, including the management of personnel and teams required.
- Advanced knowledge of agronomy and environmental turfgrass management practices including pest/disease/weed management; knowledge of cool and warm season turf; an understanding of soil chemistry; a working knowledge of sports field construction principles, practices and methods; and through understanding of the sports governing bodies' requirements for field layout and marking.
- Previous professional experience in budgeting, inventory control, logistics and performance measurement strongly preferred.
- Demonstrated expertise in practical turf characteristics and management, including irrigation, fertilization, and pest and disease management.
- Experience managing turf within the Transition Zone strongly preferred.
- Thorough knowledge of fertilizers, nutrient supplements, pesticides and herbicides.
- Ability to provide work direction, supervise, coach, counsel and discipline employees in accordance with County policies and procedures to achieve excellence in all areas of work responsibility.
- Ability to effectively administer department policies and all applicable federal, state and local safety rules, regulations and policies.
- Ability to establish and maintain effective working relationships with employees, County officials, school staff and the general public.
- Proficiency using a computer for communication, scheduling, record keeping, financials, and performance measurement.
- Must possess excellent oral and written communication skills.
- Must possess or acquire within six months of employment Virginia Pesticide Applicator Certification.
- Sports Field Manager Certification by the Sports Turf Managers Association preferred.
- Ability to pass a pre-employment physical that includes alcohol/drug screening and on-going random screenings.
- Must possess a valid VA driver's license and maintain a good driving record.

Physical Demands/Special Work Environment:

- The person in this position frequently moves equipment, tools, and maintenance items weighing up to 50 pounds.
- May operate, position and/or inspect maintenance machinery and tools.
- The person in this position frequently is required to traverse across uneven grounds; sports fields; indoor areas; small spaces; and wet, snow or ice covered walkways.
- The person in this position frequently communicates and exchanges information with colleagues and subordinates who need detailed instructions on work assignments. Must be able to exchange accurate information in these situations.
- Occasionally positions one's self low to ground or on ground to provide maintenance to or inspect equipment.
- Requires accurate use and precise perception and judgement for: safe use of measuring devices; operation of machinery and equipment; operation of motor vehicles; and the general observation of surroundings and activities for the safety of individuals, staff and the general public.
- Frequently works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.

Reports to: Director of Maintenance

Supervisory Responsibility: Department Staff

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date