



CLASS SPECIFICATION

Class Title: Campus Operations Manager
Department: Western Sports Park
FLSA: Exempt

Class Code: 1094
Grade: 22
Eff. Date: 04/19/2023

GENERAL PURPOSE

Under the general guidance and supervision of the Western Sports Park (WSP) Director, this position performs supervisory and a variety of skilled work in the event production, maintaining sports fields, buildings and equipment, employee and patron safety, and budget controls.

EXAMPLE OF DUTIES

Plans, assigns and supervises the work of full-time and part-time workers. Assists in hiring new employees; responsible for properly training new employees and mentors and helps employees progress on a career ladder. Evaluates employee performance; addresses, documents and corrects performance problems in a timely manner.

Assures turf and grounds look and function professionally and are aesthetically pleasing. Develops thorough care and maintenance schedules for the sports turf and artificial turf.

Applies chemicals (i.e., fertilizers, herbicides, etc.), as needed, and in compliance with federal, state, and local rules and manufacturers specifications. Maintains accurate records of chemical applications.

Works with other County departments in regular evaluation and maintenance of the buildings and motorized equipment. Ensures the protection of County assets by using the County asset management system. Establishes and implements preventive maintenance program for all equipment used.

Assists in creating budget requests, projections and controls. Develops a long term budget plan for capital expenses and equipment needs. Monitors expenditures to stay within budget.

Attends courses and training related to public gathering safety and sports venue safety. Uses knowledge gained to increase event safety and to train staff.

Observes and ensures compliance with department and County safety policies, procedures, and practices at work sites. Teaches staff on the proper and safe use of grounds care equipment.

Safely operates a variety of complex lawn and grounds maintenance equipment. Responsible for snow and ice removal throughout the campus.

Provides professional customer service and trains staff in customer service provision. Assures guest areas and restrooms are clean, well maintained and ready for and during each event.

Coordinates event setup and take down so it is done in a timely manner and equipment provided to customers is clean and properly functioning. Works with different teams within the WSP through all stages of event production.

Develops and implements procedures for storing and securing equipment in an organized and accessible fashion. Teaches staff and reinforces proper storage and organization.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A Bachelor's Degree in a related field plus two (2) years of full-time supervisory experience at a comparable facility. An acceptable combination of education and experience may be considered.

Preference may be given for applicants who have earned any of the following credentials: Certified Irrigation Expert; TEEX Certificates for completion of FEMA courses in sports venue disaster or incident management.

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Must possess a non-commercial Pesticide Applicator Certificate, or be able to obtain the certificate within 90 days of hire date.

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: employee management and team building; crowd safety; customer service; all aspects of natural and artificial turf care; commercial irrigation software and controls; sprinkler systems repair and maintenance; proper application of pesticides, fertilizers, and other chemicals used in landscaping; tools, machines, and equipment used in landscape maintenance; safety policies, practices, and standards; general building maintenance and repair techniques; standard office procedures and equipment, including computers, sound systems, and their components; basic plumbing, electrical, heating and air conditioning system maintenance.

Skill in: use of a variety of hand and power tools, and operating basic to complex ground maintenance equipment including edgers, riding mowers, over seeders, top-dresser and aerators, snow removal equipment and vehicles, etc.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Ability to: train, motivate, supervise, and evaluate the work of others; exercise independent judgment; work under pressure and remain calm and focused; work with minimal supervision; prepare clear, concise and accurate reports; read and understand irrigation schematics;



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diagnose and repair defects in irrigation systems; operate non-power and power tools and other maintenance equipment and vehicles in a safe manner; coordinate multiple activities simultaneously; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other agencies and the general public.

WORKING CONDITIONS

Work extended hours and/or a flexible schedule which will include weekends and holidays; work outdoors in all weather conditions including extreme conditions/temperatures; frequently walk, stoop, kneel, reach, sit, and bend, push, pull, lift, carry, and otherwise move objects weighing up to 75 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***