Definition of Class
This is a supervisory position in which the incumbent plans and supervises the maintenance of all athletic facilities and sports turf. The incumbent ensures all field maintenance and grounds work is completed as required and collaborates with other members of sports staff community in planning and executing college events. The incumbent reports to the Associate Athletic Director for Facility Operations.

Examples of Work Performed
Coordinates and manages personnel providing maintenance and repair of athletic facilities and sports turf.

Assists with hiring, training and supervision of employees which includes performance evaluations.

Develops and implements training programs for staff on policies, rules, regulations, safety practices, use of equipment and general facility and sports turf management including principles of landscaping, planting, use of sprinklers, mowing, weed control, operation and repair of mechanical equipment.

Ensures all field maintenance and grounds work is completed as required. Works with staff to ensure buildings and fields are clean and maintained.

Collaborates with other members of the sports staff community in planning and executing college events.

Inspects and documents all renovation projects using blueprints, work orders and contracts; coordinates bid openings and reviews bids for repairs which includes completion of work-orders.

Works with contractors to consider work-order/contract changes; schedules external contractors.

Maintains expenditures for maintenance and repairs for facilities and sports turf within an annual approved budget.

Ensures that a proper security system is in place on and around the buildings and grounds.

Performs regular inspections of facilities and sports turf to determine the need of maintenance or repairs.

Develops an inventory plan for all sports facility property.

Conducts periodic inspections to ensure that facilities are safe and makes recommendations about safety issues.

Determines the priority of personnel required for work assignments to maintain and repair athletic facilities and sports turf.

Presents a comprehensive facility and sports turf improvement plan as requested by AAD.

Performs similar or related duties as assigned or required.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees the daily operations of athletic facilities and sports turf.
2. Maintains expenditures for maintenance and repairs for athletic facilities and sports turf.
3. Inspects and documents all renovation projects and schedules external contractors.
4. Supervises and directs the work of subordinate employees.
5. Develops and presents a comprehensive facility and sports turf improvement plan.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

Vision: Requirements for this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stoop, kneel, crouch or bend; reach with hands and arms; use hands to finger, handle or feel, objects, tools or controls; stand; and walk. The incumbent is occasionally required to sit; and climb or balance.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university.

AND

Experience:
Four (4) years of experience related to the above described duties.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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