

## **Notice of Job Opening**

**Position:** Field Manager

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:** Recreation

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$49,000/year

**Schedule:** 37.5 hours/week

**Application Deadline:** 11:59 pm on Tuesday February 8<sup>th</sup>, 2022

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Tuesday January 11, 2022**

## **RECREATION FIELD MANAGER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Under the general direction of the Deputy Commissioner of the Department of Recreation, this is a technical and administrative staff position which entails the overall responsibility for review and development of all new maintenance and preventative programs including maintenance, repair, and field service work at all athletic fields, athletic courts, playgrounds, and spray pads, as well as oversee the maintenance program of the Department's vehicle fleet and small engine equipment. The incumbent in this position is expected to provide technical expertise in regards to maintenance operations as well as to handle the development of contract specifications, bidding and related building/field maintenance. The work is performed under general supervision, with leeway allowed for the use of independent judgment in accordance with established policies and procedures. Supervision is exercised over all Field Operations staff and Laborers.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Plans and administers a current and long range program for the operation and maintenance of all outdoor play structures, vehicles, and outdoor athletic components of the Department of Recreation;
- Plans and administers Facility Reservation program for all field components of the Department of Recreation;
- Directs the maintenance and repairs, cleaning and overall upkeep of outdoor athletic components and outdoor play structures, and grounds;
- Directs, schedules and supervises assigned staff in the safe and efficient operations maintenance of Recreation facilities;
- Makes routine inspections of outdoor athletic components, thus ensuring the safe, efficient and economical operation of the Recreation amenities;
- Investigates and reports on damage to Field Operation assets, along with recommendations for repair and prevention;
- Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
- Composes narrative reports concerning progress of maintenance work, future needs and plans, and safety conditions of all outdoor athletic components, outdoor play structures, and equipment;
- Makes recommendations to administrators on maintenance, construction and repair needs;
- Establishes, directs and supervises the field component repair, maintenance and operation program;
- Maintains records of time and material expended, supplies inventory, and projections of workload;

- Maintains records such as specifications, bids, contracts, cost analysis, plans, etc. and prepares periodic reports;
- Administers and inspects the work of outside contractors doing work in connection with maintenance and improvement of outdoor athletic components, vehicles, and outdoor play structures, then recommends acceptance or rejection;
- Assists in the preparation and justifications of the operations and maintenance budget requirements;
- Enters and retrieves information in various automated information system including a CMMS, RMS, ERP, and Kronos;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current practices involved in the maintenance of modern athletic fields, outdoor recreation facilities, and vehicle maintenance;
- Good knowledge of the tools, terminology and practices of the several mechanical, turf management, and construction trades;
- Ability to establish and maintain efficient working relationships;
- Ability to understand and carry out complex oral and written directions;
- Ability to plan and supervise the work of others;
- Ability to read and interpret mechanical and site plans and specifications;
- Ability to make or obtain cost estimates for facility alterations and repairs;
- Dependability;
- Initiative;
- Resourcefulness;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree or higher in turf management, recreation management, business administration, or a closely related field and two years of experience in the turf management, operation and/or maintenance of athletic fields, and two years of supervisory experience over field operations or labor staff;
- B) Graduation from high school or possession of a high school equivalency diploma and five years of experience in the construction, operation and/or maintenance of athletic fields including experience as described in A) and two years of supervisory experience as described in A);

OR

- C) An equivalent combination of training and experience as described by the limits of A) and B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid NYS driver's license at the time of appointment and for the duration of employment.