



## **CITY OF GRIMES SEEKS SPORTS FACILITY OPERATIONS MANAGER**

The City of Grimes seeks motivated applicants to join its team as the Sports Facility Operations Manager. This is a new position that will report to the Parks and Recreation Director and will provide oversight, direction and supervision of the operations of the GrimesPlex and North and South Sports Complexes.

Top priorities for the position include, but are not limited to, planning, formulating, and recommending short and long-range planning for innovative and responsive uses of the City's Recreation facilities falling within the Department.

Requires a two- or four-year degree in sports turf maintenance or related field or equivalent combination of education and experience. Experience supervising or directing the work of others. While equivalent combinations of education and experience will be considered, the City seeks candidates with eight to ten years of experience and increasing responsibilities in parks or sports facility field management or related roles.

The anticipated starting salary is between \$71,586.81-\$78,001.25/year (depending on experience), plus IPERS and generous insurance benefits. Those interested are encouraged to submit a cover letter, resume, and City of Grimes Job Application directly to: <https://www.grimesiowa.gov/Jobs.aspx>

Application materials must be submitted electronically by **November 27, 2022.**



## City of Grimes Job Description

A. Position Title	Location
Sports Facilities Operations Manager	GrimesPlex

B. Job Specifications		
<input checked="" type="checkbox"/> <b>Regular, Full-Time</b>	<input type="checkbox"/> <b>Part-Time</b>	<input type="checkbox"/> <b>Seasonal, From:</b> <a href="#">Click here to enter text.</a>
<b>Department:</b>	Parks and Recreation	<b>To:</b> <a href="#">Click here to enter text.</a>
<b>Reports to:</b>	Parks and Recreation Director	<b>Bargaining Unit:</b>
<b>Post Offer Testing:</b>	<a href="#">Click here to enter text.</a>	<b>FLSA:</b> Exempt
<b>Civil Service:</b>	N/A	<b>Hourly/Monthly Pay:</b> \$71,586 - \$78,001.25

C. Job Description Summary
<p>Under the general supervision of the Parks and Recreation Director, the Sports Facilities Operations Manager provides oversight, direction, and supervision of the operations of the GrimesPlex, North and South Complex. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, departments, business and community organizations, other horticulture professionals and the public. The principal duties of this leadership position are performed in a general office environment and in an outdoor work environment.</p>

D. Routine Job Duties/Responsibilities
<p><i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i></p>
<p>Assigns work, supervises, and provides oversight and direction to the City's sports facilities operations;</p>
<p>Manages relations with vendors and subcontractors that impact any and all work of the GrimesPlex, North and South Sports Complex.</p>
<p>Investigates and resolves complaints, issues or questions raised by contractors, vendors, public or city departments.</p>
<p>Participates in the selection, orientation, training, performance management, and discipline and serves as direct daily supervisor of employees in the assigned unit in accordance with City policy.</p>
<p>Assists Parks and Recreation Director with budgeting and forecasting needs for staffing, equipment, materials, and supplies for operational needs.</p>
<p>Sets Division goals, implements short-term and long-range plans, performs problem solving within Division operations and allocates resources to ensure efficient, effective, and sustainable operations.</p>
<p>Works closely with Recreation Department to ensure facilities meet the recreational needs of the community and assist the Recreation Department in accomplishing set goals;</p>
<p>Manages construction projects, maintenance plans, repair, and improvements, including identifying needs, assigning work teams, and inspecting completion of all work in the areas of the sports facilities.</p>
<p>Performs other related duties as required and assigned.</p>

## E. Periodic Job Duties/Responsibilities

Will serve as on-call and emergency contact for emergency or weather events that occur after regular business hours.

## F. Qualifications

<b>Education/Experience:</b>	Requires a two- or four-year degree in sports turf maintenance or related field or equivalent combination of education and experience. Eight to ten years of full-time experience with progressively increasing duties in staff management and operations management.
<b>Skills:</b>	Ability to organize, direct and coordinate multiple projects. Must possess strong leadership, management, and interpersonal skills. Proficiency with PCs and associated software. General knowledge of office equipment.
<b>Knowledge</b>	Requires working knowledge of Parks and Recreation operations, management, budgeting, worker safety, labor relations, public contracting, procurement of services and related matters. Also working knowledge of local, state, and federal laws, codes and ordinances relating to municipal Parks and Recreation.
<b>Licenses/Certifications:</b>	Valid Iowa CDL-B for straight trucks over 26,000GVW with endorsements for air brakes and tanker within one month of employment. Ability to acquire valid CDL-A within one year of hire. For candidates without a current CDL, consideration will be given to candidates willing to acquire CDL-B within 90 days and CDL-A within one year.
<b>Other:</b>	Click here to enter text.

## G. Working Conditions

<b>Lifting Requirements:</b> (Refer to Glossary of Terms)	Medium work, occasional exertion of 50 pounds of force, frequent exertion of 20 pounds of force.
<b>Physical Requirements:</b> (Refer to Glossary of Terms)	Stand or sit, walk, use hands/fingers, climb, stoop or kneel, talk/hear, see, push/pull, reach and repetitive motion.
<b>Safety Hazards:</b> (Refer to Glossary of Terms)	Occasional exposure to fumes, dust, extreme temperature, wet/humid conditions, noise, vibration, or mechanical hazards.

## H. Disclaimer

*This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.*

## I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> <b>Reference Check</b>	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> <b>Credit History</b>	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> <b>Education/License Credentials</b>	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> <b>Criminal Records</b>	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> <b>Employment Verification</b>	Click here to enter text.	Click here to enter text.

**J. Review**

<b>Compensation Review/Approval</b>	<b>Date:</b>
<b>City Administrator/Department Director Signature</b>	<b>Date:</b>
<b>Reviewed with Employee by:</b>	<b>Date:</b>
<b>Employee Signature</b>	<b>Date:</b>