

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Assistant Sports Complex Manager	Job Code: 3228
Date: April 22, 2024	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

**DEFINITION:** This is skilled management, supervisory, and administrative work responsible for supporting the Sports Complex Manager by overseeing maintenance, quality of play, and operations of a large regional sports venue and other outdoor and indoor sports facilities.

**CLASSIFICATION STANDARDS:** The single position allocated to this classification is responsible to the Sports Complex Manager and performs all tasks under general direction. This work is distinguished by its responsibility to supervise all operations of the City's sports-related facilities.

**ESSENTIAL DUTIES:** Develop, coordinate, and implement maintenance and operations plans for Epic Sports Park, other sports venues, fields, grounds, and facilities; coordinate with clients and vendors to prepare and set up fields for tournaments; schedule local, regional, and national sports tournaments; generate venue rental revenue; assist with negotiating and managing rental contracts; collect payments and fees; maintain sports facilities security and prevent unauthorized activities during non-use; maintain and adjust facility schedules; partner and negotiate with local stakeholders and event organizers; coordinate requests and provide guest services; promote local community relationships; coordinate all actions with Sports Complex Manager; direct preventative and scheduled maintenance of sports facilities and associated equipment; lead capital replacement and renovation projects; diagnose, treat, and resolve field-related issues; lay out and mark playing fields for various programs, including soccer, lacrosse, rugby, softball, baseball, and ultimate frisbee; ensure playability of fields and courts; prioritize new projects against scheduled items; submit project costs and time estimates; schedule and monitor contractors; obtain project permits and ensure legal compliance; ensure and meet safety and performance standards on all assignments; oversee development of schematics, plans, and project designs; oversee operation of sports facility irrigation and lighting systems; lay out, direct, and participate in construction and renovation of fields and courts; oversee planning, inspection, preparation, and maintenance of fields and vegetation; supervise custodial duties; remove snow and ice from facilities; direct and supervise the application and storage of chemicals; identify vegetative diseases and biotic/abiotic issues and develop prevention plans; determine need for supplemental turf irrigation.

Supervise, plan, and coordinate work of sport facility maintenance staff; ensure work is completed accurately, efficiently, and safely; oversee staff training; identify, evaluate, and resolve personnel concerns; conduct performance reviews and recommend disciplinary action if needed; provide coaching/recognition where merited; as needed, assist with staffing decisions including hiring and firing recommendations; monitor employee work; prepare and maintain records and reports; assist with budget process; monitor expenditures and approve purchases; monitor work group performance metrics; monitor fuel station and other consumable supplies; give presentations; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Recreation or Sports Management, Turfgrass Management, or related field and 3 years of experience in recreation program management or closely related field **OR** an equivalent combination of education, training, and/or experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

**License(s)/Certification(s):** A valid, lawful Driver License is required. Sports Field Manager Association (SFMA) Certified Sports Field Manager is desired. A Utah Noncommercial Pesticide Applicator Certificate is required within 6 months of hire.



**SELECTION FACTORS:** *Knowledge of:* laws, codes, rules, and regulations governing the position; recreation facility/program management principles and practices; turfgrass and synthetic turf maintenance processes and techniques; horticultural principles and practices; municipal government operations; modern supervisory techniques; basic English composition, spelling, and grammar; budget preparation, control, and management; basic accounting and revenue handling; marketing and sales; operations, functions, and terminology of the work. *Skill in:* firmly and tactfully dealing with stressful situations and respecting individual rights; attention to details; preparing clear, concise, and informative reports and oral presentations to boards, City Administration, local groups, and the public; finding solutions to employee issues; coaching and mentoring employees.; practicing trust-building behaviors *Ability to:* behave ethically and continually demonstrate high moral character; safely drive motor vehicles; organize sports park-related programs, classes, and special events; organize leagues, tournament metrics, game schedules, and brackets; determine value and cost effectiveness of activities and programs; detect potential and real dangers and take proper courses of action; quickly and accurately perform work; exercise independent judgement; maintain a high level of discipline and morale among assigned staff; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, patrons, and the general public; represent the City regarding recreational sports administration; demonstrate a high level of commitment to principles of customer service.

**TOOLS AND EQUIPMENT USED:** Small and light equipment including mowers, gang mowers, sod cutters, trimmers, aerators, top-dressers, fertilizer spreaders, tractors, compactors, various hand tools, and other turf, field and sports court maintenance equipment. Power tools may include nail guns, saws, drills, acetylene welding equipment, and related equipment. May operate heavy equipment including front-end loader, grader, backhoe, utility trailer, dump truck, and trencher.

**PHYSICAL DEMANDS:** Requires physical strength and agility to perform the work including sitting, standing, walking, crawling, maneuvering on the ground, reaching, stooping; crouching, pulling and/or pushing, carrying, grasping, lifting, regular work with hands, use of motorized equipment, and other varied job-related physical activities.

**ENVIRONMENTAL FACTORS:** Requires exposure to adverse weather conditions, hazardous conditions, and noxious chemicals. May also involve exposure to stressful situations or environment, including contact with the public and other stressful conditions related to the workplace. *Note: Employee may be subject to on-call status.*

  
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 Department Director

April 22, 2024  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

April 22, 2024  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.