Title: Turf Manager
Job Type: Full-Time, Year-Round; 40 hours per week; Exempt
Salary Range: $65,000 - $75,000
Benefits: Vacation, sick leave, and medical insurance following 90 day introductory period
Work Location: Randall’s Island Park, New York, NY 10035

POSITION DESCRIPTION
The Turf Manager reports directly to the Director of Turf and is responsible for planning, directing, and coordinating activities pertaining to the maintenance of all athletic fields and park lawns in accordance with company policies. The Turf Manager will take on assignments in a professional, supervisory, administrative, and turf management capacity utilizing turf maintenance, horticultural, and park grounds maintenance best practices in the development and maintenance of all athletic fields and Parks’ grounds. The Turf Manager will be directly responsible for managing a team of year-round and seasonal turf maintenance workers and turf & irrigation technicians.

MAJOR RESPONSIBILITIES
- Work with and provide assistance to the Director of Turf in all facets of daily operation.
- Supervise, work with, and manage other members of the turf department to maintain athletic playing fields, oversee field rotation and red flagging, and assist in other turf maintenance practices.
- Supervise employees to obtain and ensure quality performance, efficiency, employee satisfaction, morale, communication, commitment, and teamwork while maintaining the high quality of fields.
- Plan and schedule work assignments in all phases of field and grounds maintenance.
- Review and verify that employee time sheets are accurate and approve payroll for the turf department.
- Provide leadership for employees through effective communication, coaching, training, and professional development.
- Maintain a favorable, safe, and cooperative working relationship with all company employees to foster and promote a harmonious working environment and maximize employee morale and productivity by responding to all issues and concerns in a collaborative, professional, and timely manner.
- Support park-wide initiatives, programs and events.
- Ensure that proper safety and incident reporting procedures are followed; bring problems to the attention of the Director of Turf or Human Resources.
- Assist the Director of Turf in budget preparation and track spending.
- Review and approve invoices and submit to the Chief Financial Officer for processing and payment.
- Perform all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve departmental and organizational objectives.
- Assist with record keeping and inspection of materials applications, equipment repairs, staff training, daily work sheets, and other related recordkeeping.
- Develop and utilize preventative maintenance programs for all equipment in order to ensure all machinery standards are strictly maintained, meeting quality and safety guidelines.
- Oversee design, installation, maintenance, operation, and repair of irrigation systems, and hand-watering, as needed.
- Operate hand tools such as pole saws, loppers, hand saws, rakes, tampers, and shovels.
- Operate small equipment such as walk- and riding- lawnmowers, weed whackers, hedge trimmers, and backpack leaf blowers.
- Calibrate equipment for the safe use of liquid and granular fertilizers and pesticides and safely apply pesticides and fertilizers, along with completing records of application.
- Ensure compliance with all local, state, and federal regulations regarding the chemical treatment of lawns, athletic fields, and other vegetated areas.
- Maintain a perpetual inventory of fertilizer, insecticides, herbicides, and other necessary supplies.
- Supervise and participate in work assignments including, but not limited to: mowing, seeding, watering, leveling, laying sod, removing debris, rolling, aeration, aeravating, hydro-seeding, material application, vehicle and equipment maintenance and building maintenance renovation.
- Perform other general tasks as assigned by the Director of Turf

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.
QUALIFICATION REQUIREMENTS

- B.A. from an accredited college or university in Turf Management, Agronomy, Horticulture, Environmental Sciences or related field and five (5) years hands-on experience in turf grass management as a landscape manager, assistant sports turf manager, assistant golf course superintendent, or related position; OR a high school diploma (or equivalent) and equivalent turf grass certificate/coursework and nine (9) years experience in an area related to the duties as described above.
- Two (2) years experience supervising, coaching, and developing employees.
- Excellent communication, interpersonal, time-management and leadership skills.
- Excellent planning and organizational skills, as well as strong attention to detail.
- Motivated and punctual, able to work both independently and as part of a team.
- Proactive and deadline-oriented; able to manage and prioritize multiple tasks.
- Ability to interact effectively with park visitors, vendors, and employees at all levels of the organization.
- Ability to use light power equipment and hand tools.
- Ability to operate large equipment including mowers, blowers, and related machinery.
- Ability to perform physical labor; must be able to lift up to 50lbs.
- Willing to work outdoors in all types of weather, under strenuous conditions.
- Ability to work a flexible schedule, including evenings, weekends, and holidays.
- [Obtain] and maintain a NY pesticide license through yearly training and testing within 90 days of employment.
- Valid Driver’s License.

PREFERRED SKILLS/QUALIFICATIONS

- Four (4) years of managerial experience.
- Proficiency with computer applications, including Microsoft Office applications.
- Experience working in golf course maintenance or turf grass maintenance as an assistant, irrigation technician, or grounds crew member.
- Valid NY State certified commercial pesticide applicators license in turf and ornamentals and one (1) year of experience as applicator.

To apply, please complete an application online at:
https://www.randallsisland.org/about-us/employment-application

OR download an application and send to:
Randall’s Island Park Alliance, Inc.
24 West 61st Street, 4th Floor
New York, NY 10023
Fax: (212) 830-7710

**Please include a cover letter**

The Randall’s Island Park Alliance, Inc. is an Equal Opportunity Employer.