

# Athletic Field Specialist - Updated 3/12/2024

## Position Details

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### Position Information

<b>Job Title</b>	Athletic Field Specialist - Updated 3/12/2024
<b>Department</b>	Athletic Game Operations
<b>Job Code</b>	C21396
<b>Job category</b>	Full Time Staff
<b>Terms and Hours</b>	12-month position, full-time hourly (40 hours plus overtime as needed)
<b>Salary Range</b>	Hourly Rate of \$20.70 - updated 3/12/2024

### Job Summary

The University of Portland is a National Collegiate Athletics Association (NCAA) Division I institution and West Coast Conference (WCC) member. This position is responsible for the care, maintenance, and renovation of all intercollegiate athletic fields and grounds on the University's River Campus, as well as assisting with fields and grounds maintenance on the main campus.

University of Portland Athletics is committed to change and stand against racism and systemic discrimination, in our department, program, on our campus, and in our community. We are committed to the well-being, education and equality of every person, and are committed to taking action to drive societal and systematic change.

### Core Duties

- Collaborate with Athletic Field Manager to develop and implement plans, policies, and procedures for successful maintenance of all athletic fields (natural & artificial) and grounds on Franz River Campus.
- Collaborate with Athletic Field Manager to develop and manage budget for field maintenance, equipment and supplies for the Franz River Campus.
- Assist to purchase, maintain, and manage inventory of the Athletic field maintenance equipment and supplies for Franz River Campus.
- Mowing of all Athletic fields and Athletic grounds.
- Assist in management of irrigation system of Athletic fields and Athletic grounds on the Franz River Campus as well as main campus Athletic fields.
- Collaborate with Athletic Field Manager and varsity coaches to determine optimal playing conditions for each team and execute plan to achieve these conditions.
- Ensure adherence to relevant regulations, guidelines and standards for NCAA Division I athletic fields.
- Collaborate with Recreational Services to determine optimal field conditions for club and intramural practices and competitions.
- Assist in management and coordination of work by technical consultants and/or contractors.
- Manage, monitor, and record in-house and/or contracted maintenance performed to all artificial surfaces in accordance with manufacturer's warranty specifications (repairs, blowing, sweeping, dragging, etc.)
- Will assist Facilities Services Grounds department on mutually agreeable landscape tasks and special projects as needed.
- May be required to drive student athletes and/or other University personnel to practice, games or other functions.
- Assist in supervision and training of seasonal and/or student employees with supporting responsibilities such as but not limited to, hiring processes, setting of clear and measurable expectations, departmental communications with employees, training, development, and mentorship.

**Other duties as relevant to the duties of the position or as assigned by supervisor or supervisor's designee.**

**Please note that the above list of duties is not comprehensive but generally demonstrates the types of matters under this position's purview and responsibility.**

### Education & Experience

- Required: Two years of relevant experience including soccer specific turf management/grounds experience.

- Preferred: Degree or certification in Turf Management, Agronomy, Plant Science, Horticulture, or equivalent discipline.
- Or a combination of equivalent education and/or experience.

### Certifications & Licenses

- Required: Oregon State commercial pesticide applicator license or ability to obtain one within 6 months of employment.
- Required: Active driver's license.

### Knowledge, Skills & Abilities

- Excellent attention to detail, with ability to replicate and maintain high quality standards across all aspects of the job.
- Excellent ability to manage multiple projects and deadlines.
- Excellent planning and project management skills.
- Excellent problem-solving skills. Proactive in identifying, preventing, and resolving issues.
- Excellent attention to detail.
- Excellent leadership skills and ability to coordinate/manage small teams.
- Ability to work independently but also to constructively receive supervisory direction and work effectively in a team setting.
- Strong orientation towards continued learning and applying learning in the work setting.
- Effective verbal and written communication skills.
- Effective conflict resolution skills.
- Experience with operation of professional turfgrass maintenance specific equipment (Toro, John Deere, Redexim, etc.) including but not limited to utility carts, zero-turn mowers, reel mowers, aerators, top dressers. Experience operating manual transition desired. Complete list of equipment will be provided.
- Familiarity with and basic understanding of vehicle & equipment maintenance including but not limited to proper cleaning, checking/changing oil, adding and mixing proper fuels, checking tire pressure & inflation procedures, sharpening & changing mower blades, etc.
- Professional demeanor and ability to establish effective working relationships, professional rapport, and effectively accomplish work within a University setting that includes a wide array of individuals, groups, policies, and processes. Ability to work effectively with various constituencies including students, the general public, faculty, staff, administrators, alumni, and other members of the UP community.
- Competence with and commitment to diversity and inclusion; ability to be an effective partner with diverse students, faculty, and staff.
- Working knowledge of or ability to quickly learn NCAA (or other sport governing body) rules and regulations applicable to athletic fields and grounds.
- Knowledge of current federal, state, and local laws or ordinances effecting the management of athletic fields and grounds.
- Familiarity with budget preparation and management.
- Ability to use and learn computers, technology, software, and applications at the level of sophistication required for the duties of this position, including, without limitation, Microsoft Office and the internet.
  - *All University of Portland positions require the ability to quickly learn and use new technologies, software, and applications in depth and at level of proficiency required for duties of the position. In most situations, the necessity of learning, using, and supporting new technologies, software, and/or applications does not change a job description nor make the position one that involves higher level duties.*

### Physical Requirements

- Frequently: while performing the duties of this job, the employee is regularly required to stand, walk, bend, twist, use fingers and hands to handle materials and tools or equipment, and reach with hands and/or arms.
- Frequently: the employee must frequently lift, move, or use items or equipment ranging from ten to fifty pounds with or without assistance.
- Frequently: the employee is regularly required to use field maintenance equipment such as mowers, tractors, loaders, blowers, and string trimmers.
- Occasionally to frequently: the employee is required to sit, climb or balance and stoop, kneel, crouch, or crawl.
- Sometimes: may require travel by car or air.

### Working Conditions

- Frequently: stand, walk, bend, twist, use fingers and hands to handle materials and tools or equipment, and reach with hands and/or arms.
- Frequently: lift, move, or use items or equipment ranging from 10 to 50 pounds with or without assistance.
- Frequently: use field maintenance equipment such as mowers, tractors, loaders, blowers, and string trimmers.
- Frequently: sit, climb or balance and stoop, kneel, crouch, or crawl.

- Occasionally: travel by car or air.

## Work Standards

- Respect for the University's mission and Catholic identity: demonstrates commitment to learning, respecting, and contributing to the mission of the University, a Catholic and Congregation of Holy Cross institution. The University's mission statement states in relevant part: "we pursue teaching and learning, faith and formation, service and leadership in the classroom, residence halls, and the world." The University's Statement of Inclusion states in relevant part: "Our belief in the inherent dignity of each person is founded upon the social teaching of the Catholic Church. At the center of that teaching is the fundamental mandate that every person, regardless of race, color, religion, gender, sexual orientation, social or economic class, age, or disability shall be treated with respect and dignity."
  - The full Mission Statement is at: [www.up.edu/about/mission](http://www.up.edu/about/mission).
  - The full Statement of Inclusion is at: [www.up.edu/disclosures/inclusion](http://www.up.edu/disclosures/inclusion).
- Promote culture of safety: demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Compliance with laws, policies, and procedures: subject to and expected to comply with all applicable laws as well as University, departmental, and other applicable policies and procedures, including but not limited to the personnel, business, and/or other policies of the University, NCAA, and WCC or other applicable organizations.
- Promote integrity and reputation: all Athletics Department positions share responsibility for promoting and maintaining the integrity and reputation of the University of Portland and its intercollegiate athletics program. In fulfilling the responsibilities of this position, the person hired is required to comply with both the letter and spirit of all University policies and procedures, laws, and NCAA and WCC rules and regulations.
- Compliance with driving related laws and requirements: when conducting university business while driving, must comply with the Oregon Vehicle Code and University of Portland driving requirements.
- Interpersonal skills: demonstrates the ability to work professionally with all University of Portland community members, external organizations, and any other person or organization employee interacts with related to his or her University position.

## Benefits

Medical and dental insurance, life insurance, sick time and vacation time consistent with University policies, long-term disability insurance, flexible spending account benefits, tuition remission benefits generally starting after 90 days (employee) or 2 years (spouse and children) of employment, retirement contributions generally starting after 2 years of employment, and eligibility for the University's home purchase assistance program consistent with program requirements. (Benefits are subject to all relevant University policies, practices, contracts, and any other relevant materials.)

## Posting Detail Information

**Posting Number** S060-2023

**Number of Vacancies** 1

**Estimated Start Date**

**Open Date**

**Close Date**

**Open Until Filled** Yes

**Special Instructions Summary**

## Required Documents

### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* If you were selected for this position, how would you use your skills and experience to contribute to supporting diversity, equity, and inclusion in this position at the University of Portland?  
(Open Ended Question)