



**OKLAHOMA CITY**  
invites applications for the position of:

## FIELD OPERATIONS SUPERVISOR

**SALARY:** \$51,803.28 - \$79,176.96 Annually

**OPENING DATE:** 10/22/19

**CLOSING DATE:** 11/22/19 11:59 PM

### **DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:**

**NOTE:** *The normal starting salary for this position is \$51,803.28/annually. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

#### **DEPARTMENTAL INFORMATION**

This Field Operations Supervisor will be part of an overall management team responsible for delivering quality athletic facilities in the greater Oklahoma City region and will be based at the newly acquired 1-240 Sports Complex (eight fields), currently undergoing renovation. The position will be involved in assuring new construction improvements comply with project specifications and the smooth transition of the ball field facilities from construction to operations. In addition, this Field Operations Supervisor will be responsible for an additional 23 game fields, and assigned crews, located at four complexes. These locations are the Wendel Whisenhunt Soccer Complex (10 full size soccer fields and one baseball field), Wheeler Park (four softball fields), Stars and Stripes Park (three softball fields), and Lightning Creek Soccer Complex (five full size soccer fields). The position will manage the day to day grounds operations of the Athletic Field Maintenance crews and will be responsible for the overall turf quality and infield conditions of all locations. This includes understanding the complexities of soil testing, fertilizer analysis, and the ability to prescribe the proper amendments and/or minerals to achieve high quality playing conditions. It will manage budget resources to maintain all fields and facilities and will require anticipating changing needs and schedules, being aware of innovative equipment and techniques, as well as managing the needs of the various facilities and their users.

#### **JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS**

This position is located in **Parks and Recreation Department** with the City of Oklahoma City and is under the direction of an immediate supervisor. Employees of this classification perform work of a responsible supervisory level and perform project related administrative duties. Employees under the direction of a Field Operations Supervisor are assigned to semi-skilled and technical trades classifications routinely involved in field maintenance or construction activity. **Essential job functions include:** prioritizing and distributing assignments to a specialized work unit or multiple work crews; reviewing work orders and scheduling work activities; demonstrating proper safety and work procedures to subordinates, to ensure the efficient and safe completion of their assignments; compiling information for reports, budget, goals and objectives; performing routine inspections of work in progress and upon completion; recording and reporting work progress; maintaining records of maintenance and equipment usage; and responding to routine citizen complaints or inquiries by correcting problems or investigating the nature of complaints and responding verbally or in writing. The work is primarily performed independently, under the general direction of the immediate supervisor. The incumbent is responsible for the quality of workmanship and procedures followed to carry out a given work assignment. The employee is required to possess all skills, knowledge, and abilities of employees supervised, prior to assuming the position.

#### **VETERANS PREFERENCE**

Honorably discharged veterans of the United States Armed Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 indicating discharge type/character of service at the time of application.

#### **JOB REQUIREMENTS:**

- Knowledge of and skill in applying supervisory practices.
- Knowledge of and skill in demonstrating work and safety procedures.
- Knowledge of subordinate's duties and responsibilities.
- Skill in communicating effectively.
- Skill in coordinating multiple work assignments.
- Skill in standard report preparation.
- Ability to establish and maintain effective working relationships.
- Ability to make decisions and set priorities.
- Willingness to assume responsibility for workers and equipment.
- Possession of a valid driver license (Operator).
- Possession of a valid commercial driver license. (Dependent upon assignment)

- Possession of an Oklahoma Department of Environmental Quality (DEQ) Waterworks Operator, Wastewater Works Operator or Distribution and Collection Technician or Operator Certification. (Required Class Certification dependent on position(s) supervised.)

#### **DEPARTMENTAL PREFERENCES**

- Associate Degree or higher in Turfgrass Management, Horticulture, Agronomy, Natural Resources or related field.
- Minimum of three years' experience in management and/or supervisory with large scale grounds maintenance relation to Athletic Field Complex, Municipal Grounds, Corporate Grounds, Institutional Grounds, Golf Course, or Resort Properties.
- Certified Sports Field Manager – Sports Turf Managers Association/STMA.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

##### **WORKING CONDITIONS**

- Frequently outside; exposed to heat, cold, humidity, and rain, etc.
- Local travel on a daily basis.
- Subject to working on or around slippery surfaces such as wet streets, mud, and oil.
- Possibility of working up to 20 feet above ground level.
- Subject to working near moving objects such as traffic and machinery.
- May be exposed to pronounced strain or vibration, high concentration of dust, and intermittent or continued loud and insistent noises when operating equipment.
- Possibility of occasional exposure to agents which may cause allergic reactions, such as, bee or wasp stings, poison oak, ivy, and sumac.
- May work near high voltage electricity, pressurized components, and highly combustible materials.
- Exposed to chemical irritants or noxious odors such as pesticides, fertilizers, cleaning solutions, etc.
- Occasionally required to change work hours or work beyond normal work day.
- May be required to work weekends and holidays.

**NOTE:** Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

##### **PHYSICAL REQUIREMENTS**

- Strength enough to lift, push, pull, or carry materials up to 95 pounds such as cement filled bags, machinery, and equipment.
- Stamina enough to exert oneself physically throughout the work day.
- Flexibility enough to bend, twist, and reach to perform repetitive tasks.
- Mobility enough to continuously move oneself from place-to-place.
- Manual dexterity enough to use hand tools.
- Vision, speech, and hearing enough to meet the essential functions of the job.

#### **OTHER NOTES:**

**NOTE:** City employees are required to receive pay electronically, either via direct deposit or pay card.

**NOTE:** Full-time employees on the Interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

**NOTE TO FORMER EMPLOYEES:** To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Personnel Department's Labor Relations Division.

**NOTE:** Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

**NOTE:** Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

**NOTE:** Completion of the supplemental questions is required. Responses to supplemental questions must be supported by work history/information listed on the application/resume.

#### **AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives by calling 405-297-2530.

**Recruiter:** RL**AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

**APPLICATIONS MAY BE FILED ONLINE AT:**[www.okc.gov](http://www.okc.gov)Position #202000193  
FIELD OPERATIONS SUPERVISOR

420 West Main Street  
2nd Floor  
Oklahoma City, OK 73102  
405.297.3882

[careers@okc.gov](mailto:careers@okc.gov)**FIELD OPERATIONS SUPERVISOR Supplemental Questionnaire**

- \* 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department Representative by calling 405-297-2530.

Yes    No

- \* 2. Please indicate the type of driver license you currently possess.

I do not possess a valid driver license  
 Class A CDL  
 Class B CDL  
 Class C CDL  
 Valid Driver License (Operator)

- \* 3. Please check all statements that accurately reflect the knowledge, skills, and demonstrated abilities you currently possess:

Knowledge of and skill in applying supervisory practices.  
 Knowledge of and skill in demonstrating work and safety procedures.  
 Knowledge of subordinate's duties and responsibilities.  
 Skill in communicating effectively.  
 Skill in coordinating multiple work assignments.  
 Skill in standard report preparation.  
 Demonstrated ability to establish and maintain effective working relationships.  
 Demonstrated ability to make decisions and set priorities.

- \* 4. If you have knowledge of and skill in applying supervisory practices, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.

- \* 5. If you have knowledge of and skill in demonstrating work and safety procedures, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.

- \* 6. If you have knowledge of subordinate's duties and responsibilities, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.

- \* 7. If you have skill in communicating effectively, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.

- \* 8. If you have skill in coordinating multiple work assignments, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.

- \* 9. If you have skill in standard report preparation, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.

- \* 10. Are you willing to assume responsibility for workers and equipment?

Yes    No

- \* 11. If you have an associate/bachelor's degree from an accredited university in Turfgrass Management, Horticulture, Agronomy, Natural Resources or related field, please type in the degree and the field of study. If you do not have a degree, type in N/A.
  
- \* 12. If you have minimum of three years' experience in management and/or supervisory with large scale grounds maintenance relation to Athletic Field Complex, Municipal Grounds, Corporate Grounds, Institutional Grounds, Golf Course, or Resort Properties, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
  
- \* 13. Are you certified as a Sports Field Manager by the SportsTurf Managers Association (STMA)?  
 Yes    No

\* Required Question