



Job Description

Job Title:	Stadium Operator	Job Code:	100528
Job Family:	Resource Operations & Safe/Secure Environments	FLSA Status:	Non-Exempt
Pay Program:	Classified	Pay Range:	G 20
Prepared/Revised Date:	June 7, 2011	Typical Work Year:	11 months

SUMMARY: Responsible for providing a well maintained athletic facility performing necessary maintenance as well as directing custodial staff. Provide support for school administration and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage the District athletic stadiums which include coordinating improvements, plans, schedules, gate procedures, cleaning and maintenance to ensure the well being of students, parents and staff. Assists and provides oversight to the Event Assistants during games including: nightly close-outs and deposits, completes deposit drops, directs booster and spirit clubs for set-ups and concessions operations in addition to maintaining proper stadium cash funds.	Weekly	40%
2. Prepares and maintains athletic fields, tracks and district property including synthetic turf, field lining of district stadiums and Northglenn High School. Conducts synthetic field maintenance including: sweeping, brushing, blowing, lining and repairing tears and seams. Set up and tear down of events. Performs cleaning duties including, removing trash and cleaning and/or sanitizing of all locations facilities, including, but not limited to, rooms, restrooms, hallways, stairwells, common areas, bleachers, concessions, ticket booths, locker rooms, press boxes, parking lot and walkways and custodial offices/storage areas.	Weekly	40%
3. Perform minor repairs and building modifications, including, but not limited to, participating in construction and facility modifications requests, initiating work order requests for repairs and modification projects. Organize and prioritize repair or maintenance requests, submit requests and work with technician or contractor to ensure completion and satisfaction. Assist the Athletics Facility Coordinator with operations, events, repairs, cleaning or other general work at the Veterans' memorial Aquatics Center (VMAC) as needed.	Daily	10%
4. Work with appropriate central office personnel regarding school needs, maintenance, security concessions and media operations, to promote integrated operations for athletics and activities.	Daily	2%
5. Prepare work orders and facility modification requests. Provide technical assistance and communicate with service personnel and contractors.	Daily	2%
6. Perform other job related duties as assigned, including, but not limited to: Orders and maintains first aide, office, chemical, janitorial, program and other operating supplies; Perform snow removal from parking, pedestrian and play areas when needed, utilizing loaders, plows, shovels, tractors, etc; Apply pre- and post-ice control material; Perform landscaping duties as needed; Promote effective communication between schools and community by creating positive support for the continued improvement of the programs; Assist Athletic Facilities Coordinator and District Athletic Director with scheduling, time/attendance process, training, evaluation, mentoring and disciplining.	Daily, Weekly, Monthly	6%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of 1 year experience in custodial, landscaping, grounds or stadium maintenance.
- Must successfully complete current District training for supervision of Classified Staff within 1 year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

- Must successfully complete a pre-hire, post-offer physical abilities examination.
- Valid Colorado driver's license.
- CPR/AED for the professional rescuer required within 6 months of entering position.
- First Aid certification required within 6 months of entering position.
- Successful completion of the Colorado High School Athletic Association (CHSAA) Rules test required within 3 months of entering position.
- Turf Management Certification required within 1 year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Ability to operate hand tools.
- Ability to operate a utility vehicle, must obtain within 3 months of entering position.
- Ability to operate snow removal equipment, must obtain within 6 months of entering position.
- Operating knowledge of custodial equipment, must obtain within 3 months of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Athletics Facility Coordinator	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Custodian	2	1105
	Transition Helpers	2	100428

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Orders, maintains inventory of, and purchases (Pcard) supplies and items pertaining to custodial equipment, maintenance and facility equipment, athletic equipment, concession equipment, supplies, food, office supplies, etc.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	