UNIVERSITY OF SOUTHERN CALIFORNIA

Athletic Fields Team Leader

Job Code: 179494

Grade: F
OT Eligible: Yes
Comp Approval: 7/6/2006

JOB SUMMARY:
Serves as a Team Leader responsible for supervising and training a group of University landscape personnel within a work zone. Assigns tasks, schedules work locations and monitors assigned zone areas and activities. Performs a variety of athletic field and stadium maintenance tasks for intercollegiate and sports activities. Maintains condition and appearance of campus athletic fields. Assists in the administration of the Pay for Skills Program.

JOB ACCOUNTABILITIES:

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<th>E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<td>Serves as a Team Leader responsible for supervising the work of athletic fields personnel within a work zone, and/or for assigned projects. Trains, allocates and monitors work of athletic fields personnel.</td>
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<td>Assists supervisor in the administration of the Pay for Skills Program. Provides management input regarding disciplinary actions, pay raises, promotions, etc. as needed. Interprets rules, regulations, policy and procedures.</td>
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<td>Schedules, assigns staff to work locations and coordinates work for special events.</td>
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<td>Performs a variety of maintenance tasks. Maintains condition and appearance of campus landscapes, including trash pick-up, planting, cultivating, fertilizing, irrigating and spraying of plants, shrubs, lawns and trees. Lines and marks athletic fields. Makes minor irrigation repair.</td>
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<td>Uses and maintains power tools and other equipment. May specialize in mowing or spraying.</td>
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<td>Provides customer service information and assistance to customers. Identifies and reports athletic field and stadium problems to supervisor.</td>
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<td>Coordinates athletic field and stadium needs, objectives and Pay For Skills Training with various departments.</td>
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<td>Prunes trees and shrubs.</td>
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<td>Prepares written correspondence, reports and/or maintenance records.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High School or equivalent

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- Demonstrated supervisory experience of athletic field and stadium personnel.
- Demonstrated ability to work and communicate with all levels of athletic field and stadium personnel. Extensive athletic field and stadium experience. Knowledge of gardening and grounds maintenance, including gardening techniques, tree pruning, cultivation, and common plant species. Thorough knowledge of landscape tools and equipment (including power tools). Familiarity with irrigation systems and installation.
- Thorough knowledge of standard safety practices and equipment and other requirements for workplace safety.

**Preferred Experience:**
- 5 Years

**Skills: Administrative:**
- Compose letters
- Gather data
- Prioritize different projects
- Use database and/or word processing software

**Skills: Other:**
- Assessment/evaluation
- Communication -- written and oral skills
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Planning
- Problem identification and resolution
- Scheduling
- Teaching/Training

**Skills: Machine:**
- Computer Network (Department or School)
- Handheld power tools and non power tools
- Personal Computer

**Skills: Trade/Auxiliary:**
- Maintain records, logs, etc.
Prepare Pay for Skills documentation
Prepare reports and/or maintenance records
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:
Leads one or more employees performing similar work

Supervises: Nature of Work:
Service/Maintenance

Comments:
Valid California Driver's License required.

SIGNATURES:

Employee: _______________________________ Date: _______________________________
Supervisor: ______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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