

**California State University, Long Beach Research Foundation
Employment Opportunities**

WORKING TITLE:	Sports Turf Field Manager- Baseball Stadium
PAYROLL CLASSIFICATION:	Program Director I (E1121)
DEPARTMENT:	Department of Athletics
STATUS:	Full Time w/benefits
POSTING DATE:	July 2, 2015
POSITION NUMBER:	2301

ESSENTIAL JOB FUNCTIONS/REQUIREMENTS:

Under the general supervision of the Senior Associate Athletics Director – Capital Enhancements, Facilities, Operations and Event Management, oversee the overall upkeep, daily maintenance and repair of Blair Field playing surface, exterior landscape/hardscape, batting cage and equipment maintenance for baseball activities and special events. This position develops and administers operational policies and procedures for grounds keeping and has direct responsibility over the entire Blair Field grounds keeping staff (year-long and seasonal).

MAJOR RESPONSIBILITIES:

- Upkeep, daily maintenance, repair and preparation of playing surface for practices, high school games, college games and special events.
- Exterior landscaping / hardscaping.
- Equipment Maintenance.
- Planning, coordinating and implementing general grounds keeping operational policies and procedures.
- Overseeing daily administrative operations including but not limited to: training and supervising seasonal and yearly employees, coordination of scheduling and payroll and game day staff management.

LIST OF TASKS OR DUTIES:

- Direct and manage all phases of maintenance, preventative and corrective, as well as field management for playing field, exterior landscape/hardscape, bullpens and batting cage at an NCAA Division 1 Baseball standard.
- Recommend, design, implement and oversee daily, weekly and year-long maintenance plans, programs and procedures.
- Coordinate and oversee all playing field maintenance including but not limited to: mowing, aerating, verticutting, topdressing, edging, fertilizer and pesticide application, sod replacement and over seeding.
- Maintain all clay areas including: infield skin, mounds, bullpens, home plate and warning track.

- Maintain the irrigation system – replace sprinkler heads, adjust distribution and inspect moisture content.
- Maintain exterior landscape and hardscape including exterior grass areas, concourse and overall ballpark landscape.
- Operate equipment in a safe manner and keep in excellent working condition by directing the preventative maintenance schedule for all equipment and keep records of all maintenance and repairs.
- Oversee organization and upkeep of equipment garage and storage areas.
- Oversee tarp handling and monitor inclement weather situations to ensure playability and player safety.
- Maintain and enforce all company policies and procedures concerning safety.
- Facilitate the set-up and breakdown of batting practice equipment including batting cage, screens and turf mats.
- Prepare the playing field in a high quality and efficient manner for practice, high school games, collegiate games and special events by maintaining proper infield maintenance, included, but not limited to: good moisture management, proper nail dragging techniques and timing, keeping a level surface with nice smooth transition edges from turf to dirt, no lips, chalking base paths, painting lines and logos, rebuilding of the mound and bullpens and marking coaches boxes. Manage post-game field and turf maintenance as necessary.
- Make proper adjustments for different weather conditions, time of year, season/offseason, events, etc.
- Make recommendations to Head Baseball Coach regarding field prep needs, timelines, adjustments, etc.
- Prepare for and perform off-season field maintenance based on the needs of the field, budgetary and time restraints and seasonal factors.
- Supervise, plan, direct and coordinate yearly and seasonal employees – assign work activities, projects and programs, monitor work flow, inspect work product of employees to ensure accuracy and timeliness, identify and resolve challenges.
- Select, train, motivate and evaluate staff. Assign and direct work. Address complaints and resolve problems.
- Uphold proper resource allocation including staffing, equipment and materials.
- Develop and adhere to an annual budget for materials and supplies, staffing, field work and turning in an annual request for capital improvements. Make recommendations regarding the budget and implement adjustments as necessary to meet operating expense budget objectives.
- Monitor staff hours and maintain seasonal and yearly employee payroll.
- Attend bi-weekly meetings with upper management and update staff members on field conditions.
- Coordinate with coaching staff in regards to field management planning.
- Maintaining a clean and organized garage.

- Maintain a positive relationship with vendors, subcontractors, local golf courses and fields, Long Beach State Athletics Staff and City of Long Beach employees.
- As necessary, act as a liaison between the facility and clients ensuring all clients' requirements are met and facility rules, regulations and policies are adhered to. Ensure clients' maintain the playing field and exterior areas to Blair Field standards.
- Provide recommendations and indirect management of campus Athletics field facilities and staff.

EDUCATION, SKILLS AND ABILITIES:

Minimum of two years' experience as lead Field/Turf Manager, or equivalent, in comparable climate at a minor league or college level or equivalent such as golf course. Bachelor's Degree in Turfgrass management, Horticulture or Plant Science; or combination of education and years of experience. Additional skills, knowledge, and experience requirements listed below.

- Must demonstrate clear desire to develop a career in sports turf management.
- Must show pride in all aspects of Blair Field including the playing surface, exterior landscape and hardscape, batting cages, bullpens, equipment garages and storage areas.
- Skilled in all technical areas of baseball field maintenance, including the use of specialized turf equipment, mowing skills, mound and plate repair and turf grass replacement.
- Ability to be hands on, get out in the trenches and lead by example to staff.
- Ability to manage and lead others, train/teach, delegate responsibilities and ensure that staff members meet expectations and comply with organizational policies and behavior.
- Successful history of fiscal management and responsibility.
- Advanced knowledge of groundskeeping and field maintenance operations.
- Extensive knowledge of the science of turf grass maintenance.
- Ability to develop and implement daily and year-long maintenance programs. Understanding what work is needed/wanted, why that works is necessary and how it impacts schedule/costs.
- Demonstrated knowledge of resource allocation including staffing, equipment and materials.
- Knowledge of fertilizers, fungicide and pest control programs.
- Extensive knowledge of Big West and NCAA rules and regulations for playing field specifications.
- Knowledge of playing field layout, irrigation systems, field construction and repairs.
- Soil and soil conditioning knowledge.
- Understanding of industry terminology and best practices.
- Strong organizational and time management skills - demonstrated ability to carry out tasks in a reliable, productive and expedient manner and be able to adhere to strict guidelines. Ability to prioritize and manage multiple projects.
- Ability to maintain landscape and hardscape.
- Effective and efficient communication both oral and written form.
- Must be able to work independently, exercising judgment and showing initiative.

- Must be able to work in a fast paced environment, often in unfavorable weather conditions, and be flexible and able to adjust to situations as they occur.
- Basic understanding of weather and climate and how it affects the playing field and surfaces.
- Willingness to manage the field needs for all events - practices, high school games, college games and special events.
- Ability to build relationships with local golf courses, other field managers, etc.
- Knowledge of state, federal and OSHA regulations.
- Ability to perform strenuous physical duties at times, including lifting, carrying, moving and climbing. Must be able to lift 75 lbs. Must be able to stand and work on your feet for 8-10 hours a day.

Must be able to accept constructive criticism, prioritize workload, be professional, interact positively with others and possess a friendly and outgoing personality. Regular attendance required.

SALARY: \$1875.00 – \$2291.67 per pay period (Exempt - 24 pay periods annually). Salary based upon experience.

FILING DEADLINE:

Open Until Filled

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing Position number to CSULB Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at www.foundation.csulb.edu for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Associate Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Associate Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE:

The California State University, Long Beach Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment

eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the Foundation rests solely with the Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the Foundation.

Please read and complete voluntary **Affirmative Action Information Form** below.
Submit with resume/application to Foundation HR.

AFFIRMATIVE ACTION INFORMATION FORM

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered veterans. If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at anytime in the future. We also invite you to tell us now, or at anytime in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely.

Submitting this information is voluntary. Providing it or declining to provide it will not affect your employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name: _____

2. You may check any items applicable to you:

Disabled - Anyone having any physical or mental impairment, which substantially limit one or more major life activities.

Special Disabled Veteran - Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.

Vietnam Era Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at www.opm.gov/veterans/html/vgmedal2.htm. Also, veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Newly Separated Veteran - Veteran who served on active duty and was discharged or released within the last three years.

3. If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely.

Signature: _____

Date: _____