Athletic Field Manager

BASIC FUNCTION: Perform all aspects of field maintenance specific to Baseball & Softball. This person would be responsible for all aspects of field prep, maintenance and would oversee all games and functions played on the Marra Athletic Complex with primary emphasis on the Baseball, Softball and other fields rented by outside organizations. Athletic Field Manager may be assigned responsibility for the care and maintenance of several designated tasks or areas on sports fields and does related work as assigned.

QUALIFICATIONS: High School graduation or GED equivalency preferred. Two year’s work experience in athletic field maintenance/management and general work experience on sports fields, specifically baseball and/or Softball.

GENERAL RESPONSIBILITIES:

- Responsible for the Game day set up of the Baseball/Softball field. Performs various duties including but not limited to: Removing all tarps from pitcher’s mound and bullpens, sets up & turns on scoreboards and PA system (Operates scoreboard for outside groups), Puts up flags in center field, lines the outfield foul lines before each game and places bases on the field. Picks up litter and ensures the facilities are left in the same manner prior to group’s arrival. Serves as the game day point of contact for external groups.
- Responsible for field clean-up after games including but not limited to fix and fill in all holes in the pitcher’s mound and bullpens, tarp pitcher’s mound and bullpen mounds, take down & store flags, shut-off scoreboard and PA system, clean up dugouts and remove trash as needed, broom in new rubber pellets on home plate area and around base paths as needed, close up press box.

SCHEDULE: The part-time Athletic Field Manager is a non-exempt per diem/seasonal position. Work schedules may vary week to week and the incumbent must be flexible to work a schedule that best meets the Marra Athletic Fields Schedule including evenings, weekends and holidays.

REQUIREMENTS: Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Possesses dexterity abilities required to bend, stoop, stretch, grasp, push and pull and to climb stairs and/or ladders.
- While performing required job tasks, physically able to remain standing and walk 100% of the time.
- Considerable heavy physical work performed such as: lifting, pushing or pulling of objects up to 50 pounds, any item over 50 pounds would require incumbent to request assistance.
- Work involves moderate exposure to chemical, mechanical or electrical hazards, unusual elements, such as extreme temperatures and work out of doors in inclement weather, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises, which requires the incumbent to follow safety precautions.
- May be required to work irregular hours.
- Possesses a valid driver’s license and the ability to drive various types of vehicles and motorized equipment.
- Valid drivers’ license with clean driving record. Must be able to pass a criminal background check.

Application review will begin immediately and continue until the position is filled. A strong internal candidate has been identified. Interested candidates may send a cover letter and resume via email to jzimmer@sbu.edu