



# UNITED SPORTS

## Job Description

<b>Job Title</b>	Director of Facilities and Grounds
<b>Department</b>	Facilities
<b>Location</b>	Downingtown, PA
<b>Reports to</b>	General Manager

Level	Type of position:	Travel	Amount Required:
Grade	<input checked="" type="checkbox"/> Full-time		<input type="checkbox"/> None
	<input type="checkbox"/> Part-time		<input checked="" type="checkbox"/> Minimal
	<input type="checkbox"/> Seasonal		<input type="checkbox"/> 25%-50%
	<input type="checkbox"/> Temporary		<input type="checkbox"/> 50% or more
	<input checked="" type="checkbox"/> Exempt		
	<input type="checkbox"/> Non-exempt		

### JOB DESCRIPTION

Primarily responsible for overall appearance, cleanliness, functionality and operations of the facility (inside and outside) and operational staff.

### RESPONSIBILITIES

#### Managerial Tasks

- Manage(hire, train, evaluate, hold accountable, schedule, etc) Facility and Grounds staff
- Manage and coordinate any contractors
- Participate in manager's meetings on a weekly basis
- Create manuals for housekeeping, operations and maintenance
- Create logs for maintenance of equipment and capital plans
- Monitor inventory and order supplies
- Maintain and update all logs and manuals
- Maintain OSHA compliance
- Complete special projects and daily assignments as directed by the General Manager
- Provide knowledgeable guest service to guests
- Work within the confines of a budget
- Overall hiring, firing, training and support of all human resources (staff, interns, volunteers)
- Maintain, repair, upgrade, and order equipment when necessary
- Knowledgeable in facility operations and ability to perform each aspect efficiently
- Correspond with prospective groups
- Awareness of the guests, community, trends, and facility offerings
- Ability to adapt to guest needs/desires

- Work individually in addition to a team environment
- Ability to understand, learn, and utilize various computer-based systems
- Understand and carry out facility policies and procedures
- Ability to open/close facility on a daily basis
- Ability to think quickly and rationally in times of emergency to prevent further problems
- Ability to multi-task as well as meet deadlines
- Communicate with United Sports affiliated clients by phone, e-mail and/or in person
- Work weekends, holidays, and nights when necessary
- Record all incidents Daily rounds during league play as MOD to ensure a safe facility

#### Facility Maintenance Tasks

- Maintain overall appearance and cleanliness of the facility
- Inventory, organize, and stock up closets, toolboxes and maintenance areas
- Coordinate cleaning schedule around daily activities
- Have knowledge of building internals (sprinkler systems, HVAC systems, alarm systems, etc.)
- Manage utilities (lights, temperature controls, heaters, etc)
- Maintain and repair playing surfaces
- Schedule and perform maintenance on facility equipment
- Coordinate with Directors on facility repairs to avoid conflicts
- Contract maintenance with outside vendors when necessary
- Handle inspections (fire, sprinkler, elevator, etc)

#### Grounds Maintenance

- Monitor overall appearance and cleanliness of the building
- Coordinate grounds work with directors and contractors to avoid conflicts and maximize usage of fields
- Monitor all walkways and flower beds and keep clear of weeds, grass, trash, water, etc.
- Develop annual field maintenance plan/log including but not limited to the seeding, fertilization, spraying, monitoring ph, cutting, lining, leveling, repairing, aerating, cleaning, draining, watering
- Operate and maintain irrigation systems
- Maintain all trees, shrubbery and flower beds
- Operate machinery to include but not limited to lawn mowers, weed eaters, tractors, atvs, etc.
- Clean and maintain parking lot
- Line fields for evolving programming
- Keep inventory of supplies and equipment as well as maintenance logs
- Make sure all paperwork is up to date
- Follow up with guests to learn how the facility can be improved
- Complete special projects and daily assignments as directed by General Manager

### **REQUIREMENTS**

- Requires good communication skills, both verbal and written
- Must have strong leadership capability
- Must have strong guest service skills
- Ability to maintain focus in a high-volume, fast-paced environment
- Must be able to work under pressure

- Must be able to handle difficult situations and conflicts
- Ability to multi-task
- Ability to prioritize
- Must be able to work well in a group setting
- Must be observant and detail-oriented
- Ability to remain calm and focused in an emergency situation
- Must be able to work irregular shifts to include nights, weekends, and holidays as needed

*Physical Requirements*

- Pushing/pulling/lifting a 100+ lbs.
- Ability to navigate around the facility for long periods of time
- Ability to climb elevated areas to complete tasks (i.e. – lift for scoreboards, etc.)
- Stand and walk for multiple hours at a time

*Preferred*

- Undergraduate degree
- Classwork or degree in Agronomy or related field
- Knowledge of basic electric, plumbing, carpentry, etc.