



USC University of
Southern California

Associate Director, Sports Turf Job Description

JOB INFORMATION

<i>Job Code:</i>	179431
<i>Job Title:</i>	Associate Director, Sports Turf
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Manages all Coliseum playing surface turf and facility landscaped areas, including small decorative plants, grass and trees. Responsible for turf and grounds management and full planning of agronomic calendar of activities, fertilization, and maintenance, including lining, marking, striping, and painting competition field for play. Creates and manages plans for seeding, topdressing, aeration, verticutting, mowing and replacement of competition field, as well as capital projects. Supervises athletic fields staff. Makes hiring decisions, screening and interviewing applicants, and trains staff. Reviews work for quality, completion, accuracy and adherence to internal operating policies and procedures. Plans and administers income and expense budgets. Develops projections, tracks actual income and expenses, and adjusts operating plans to address variances.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Associate's degree	in related field(s)
	X	Bachelor's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven knowledge of and experience with ornamental horticulture, agronomy, grass/turf sciences, or a related field.
X		Thorough, working knowledge of all aspects of athletic fields maintenance, including requirements of natural sports turf playing surfaces for football, soccer, lacrosse and more.
X		Basic knowledge of NCAA rules and regulations, field sports, gardening and ground maintenance, including experience with proper field protective and rehabilitative/recovery efforts.
X		Experience budgeting for a department/organization.
X		Familiarity with common plant species, landscaping and cultivation.
X		Ability to identify turf and soil diseases, pest and insect damage, and handle appropriately.
	X	Experience in a college or university environment.
	X	Knowledge of the University Park and/or Health Sciences campuses of USC.

Other Job Factors

- Will have to work weekends, evenings and/or holidays, based on business necessity. On call for athletic field coaches and facility manager, 24/7.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages all Coliseum playing surface turf and facility landscaped areas, including small decorative plants, grass and trees. Responsible for daily grass field management (moisture, pest/weed control, edging, divots, etc.) and its allocated resources. Participates in meetings with coaching staffs and relevant event managers to discuss field conditions and needs for regularly scheduled and special events. Assists with pre-game set-ups, in-game management and operations, and post-game procedures.				
Responsible for turf and grounds management and full planning of agronomic calendar of activities, fertilization, and maintenance, including lining, marking, striping, and painting competition field for play. Designs and performs annual, biannual and on-demand maintenance programs for optimized playability of the competition field and quality of adjacent landscaped areas of the facilities. Creates schedules for seeding, topdressing, aeration, verticutting, mowing and replacement of competition field, as well as capital projects.				
Supervises athletic fields staff. Makes hiring decisions, screening and interviewing applicants. Trains staff, provides performance feedback, counsels and disciplines as needed, and prepares documented appraisals. Determines and/or recommends unit salary administration including raises, promotions and/or reclassifications. Determines staffing needs for peak volumes and/or special projects and authorizes overtime as appropriate. Ensures staff are adequately trained and cross-trained to promote continuity of operations during vacations and extended absences.				
Provides technical assistance to staff for training purposes and problem solving. Establishes and enforces departmental policies, procedures and guidelines. Assists with planning and execution of athletic and special events in coordination with staff. Maintains unit statistics on productivity. Gathers data, determines best format for presentation, and generates and prepares standing and/or ad hoc reports for review by management.				
Reviews work for quality, completion, accuracy and adherence to internal operating policies and procedures. Provides feedback, addressing problems and errors. Contributes to the development of policies, procedures and internal systems which support the work of the unit. Defines needs and coordinates the development of manual and/or automated systems to facilitate workflow.				
Plans and administers income and expense budgets. Develops projections, tracks actual income and expenses, and adjusts operating plans to address variances. Determines costs of equipment, material and supplies, and orders accordingly. Liaises with vendors on issues related to products, services and delivery. Researches, recommends and maintains specialized equipment, providing training for staff and/or student workers on its utilization.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.