

Killeen Independent School District Job Description

Job Title: Buckley Stadium Manager
Department: Athletics
Reports To: Athletic Director
FLSA Status: Non-exempt

SUMMARY

Maintains Buckley Stadium and supervises the use of the athletic field.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains all Buckley Stadium facilities.

Performs set up for games and activities.

Coordinates with the Athletic Director for facility scheduling.

Services and maintains all assigned tools and equipment.

Attends/supervises all Buckley stadium activities.

Supervises the use of the athletic field.

Performs other duties as assigned by the Athletic Director..

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one year experience in commercial/institutional grounds care desired. One year experience in minor facility maintenance desired. Experience in athletic equipment maintenance desired. Familiarity with rules, regulations, and field marking of various sports activities desired.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to read and interpret schedules posted for athletic field use.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess current driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Auxiliary Personnel Specialist
Prepared Date: August 26, 1999
Revised By: John Paradice, Auxiliary Personnel Specialist
Revised Date: December 13, 2005

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.