

**City of Sallisaw
Job Description**

Job Title: Site Director

Exempt (Y/N): No
Date: February 2016

Department: Park
Reports To: Superintendent

SUMMARY

The incumbent is responsible for the management of the sports complex.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Oversees all required maintenance of fields, buildings and equipment at the complex.
2. Ensures the assets of the complex are maintained and accounted for.
3. Coordinates all Sallisaw Youth League (SYL) use of the complex; based on practice, league and tournament needs, as furnished by SYL
4. Acts as the primary contact for the SYL in communications with the Sallisaw Municipal Authority and City of Sallisaw.
5. Site Director or their designee shall be available in person or by phone during times the fields are in use.
6. Maintains access to weather data.
7. Enforce policy regarding play during inclement weather.
8. Enforce rules posted for the sports complex.
9. Mows all city owned property and rights of way.
10. Performs operator maintenance on equipment.
11. Fog for mosquitoes, spray insecticide and pesticide in city facilities.

12. Spray right of ways and other areas needed for weed and lawn control.
13. Perform light carpenter and light plumbing work.
14. Operates larger tractors, slope mower, backhoe, ten wheel dump truck, loader, track hoe and welder for equipment and fences.
15. Assists Operator I as needed.
16. Perform other duties as assigned.

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) required. Six (6) months related experience and/or training preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to write routine reports.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with other departments or offices and with individuals in middle level positions, frequent contacts with various diversified sectors of the public environment.

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 detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier. Must have a CDL or be able to obtain within first six (6) months of employment. Must have the following applicator licenses: general pest , structural pest, ornamental and turf, public health and right of way applicator license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 must be able to talk and hear. The employee must be able to sit, taste and smell. The employee must be able to stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms; climb and balance; and, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include: close, distance, color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

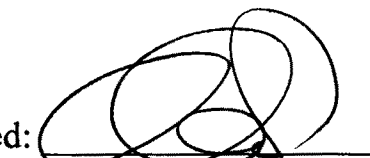
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed all types of outdoor weather conditions. Works in high precarious places and near moving mechanical parts.

The noise level in the work environment is usually loud.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of Sallisaw, Oklahoma.

Approved: _____



City Manager

Date: _____

2/10/16