

**TITLE:** Stadium Manager/Groundskeeper

**LOCATION:** Skyline High School

**REPORTS TO:** Building Principal

**POSITION SUMMARY:** The Stadium Manager/Groundskeeper position maintains a philosophy of allowing the greatest possible school and community use of the stadium complex. The Stadium Manager/Groundskeeper coordinates all stadium business with the high school, Issaquah School District and community groups who desire to know various phases of stadium operation and is responsible to the building principal for the safe maintenance and operation of all phases of the stadium complex. The position is also responsible for all grounds maintenance at the high school site.

**ESSENTIAL FUNCTIONS:**

- Provides direct supervision of fields during community use.
- Enforces crowd control and all necessary rules/regulations required for a clean and safe stadium/athletic operation. Maintains pesticide records.
- Responsible for opening all facilities, setting up, putting equipment away and securing the facilities.
- Coordinates and maintains an accurate event schedule.
- Ascertains that proper forms are utilized, completed and on file.
- Maintains a current inventory of all equipment, materials and supplies used in operation of the complex.
- Recommends purchase of specific equipment when needed.
- Maintains entire campus grounds, including weeding, pruning, beds, fertilization and watering.
- Cleans and maintains the athletic fields, tennis courts, concession areas, broadcasting booth, spectator stands, restroom facilities and all associated grounds areas at the assigned high school.
- Maintains and operates site irrigation systems.
- Repairs synthetic turf and other areas as deemed appropriate.
- Operates and maintains equipment and hand tools used for the general maintenance of the stadium complex and grounds.
- Coordinates with building administrator for the care and repair of the stadium complex.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.
- Performs other duties as assigned.

**QUALIFICATIONS:**

**SKILLS, KNOWLEDGE AND ABILITIES:**

- Ability and willingness to provide direction and supervision of temporary grounds employees and event staff.
- Ability and willingness to maintain positive public relations with all users.
- Ability to operate equipment for the necessary upkeep of the stadium and grounds.
- Ability to communicate well, orally and in writing. Use of computer is necessary.
- Ability to understand and carry out verbal and written instructions.
- A record of regular, reliable work attendance and the practice of sound safety habits.
- Ability and willingness to carry out heavy outside work in all types of weather.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:**

- Three years experience in landscape and grounds maintenance.
- Experience with the operation and maintenance of grounds equipment.

**CERTIFICATES AND LICENSES:**

- First Aid and CPR certification.
- A Pesticide License or ability to obtain one.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- A valid Washington State Driver’s License with a good driving record and appropriate insurance required.
- Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** Willingness to participate in and provide continued training as appropriate.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Teamsters

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date