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Class Specification
for the Class:

STADIUM GENERAL SERVICES SUPERVISOR
(STADIUM GENERAL SERVICES SUPVR)

Distinguishing Characteristics:

This class is distinguished by its responsibility for supervising artificial turf and warning track maintenance, grandstands and parking lot clean up, grounds maintenance, janitorial, refuse collection, and other general services at the Aloha Stadium. A variety of unskilled, semi-skilled and equipment operation functions are involved, and supervision over a large part-time intermittent work force is exercised through subordinate working supervisors. The position in this class also exercises control over supplies, materials, and equipment used in the work.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Plans, schedules and supervises the cleaning of the turf and adjacent field areas to remove rubbish, dirt, stains, marker lines and water involving the use of a tractor with vacuum and other attachments, and other equipment, and the preparation of detergents and other solutions.
2. Plans, schedules and supervises the preparation of the turf for scheduled events, such as painting and removal of lines, numbers, points, logos, emblems and other markings for various sporting events, installation and removal of goal posts and nets, dirt pans, mounds, batter's cage, etc.
3. Plans and schedules the general cleaning and maintenance of the stadium, including the grandstands, concourses, ramps, stairways, aisles, restrooms and locker rooms; and the operation of cleaning equipment used in cleaning, stripping, sealing, waxing, and buffing activities.
4. Plans and coordinates janitorial services for the stadium and its related facilities; schedules the cleaning, sweeping and scrubbing of the facility offices, stairways, hallways, etc.; and the cleaning and sanitizing of lavatories, drinking fountains, and rest areas.
5. Coordinates and schedules janitorial and cleanup services for events and activities held in the stadium parking lot, such as the Aloha Stadium Swap meet; schedules the cleaning and sanitizing of the facilities and grounds before and after events.

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6. Schedules and supervises, through working supervisors, the care, maintenance, and beautification of the stadium grounds and landscaped areas including the care and cultivation of trees, lawns and other ground coverings, flowers, shrubs and hedges.
7. Schedules pest and rodent treatment.
8. Inspects the stadium facilities, grounds and work in progress for quality of workmanship, and adherence to timetables and safety practices.
9. Uses a computer to review purchases and requisitions; implements inventory management practices; monitors and maintains an adequate level of supplies, materials, and equipment.
10. May prepare or assist in the preparation of bid specifications.
11. Plans, and schedules operational maintenance of motorized and power equipment.
12. Trains subordinates and evaluates performance.
13. Approves/disapproves leave requests and personnel actions.
14. Provides counseling and disciplines as necessary.
15. Maintains various operational records and prepares reports.
16. Operates a forklift to receive, transport, and store supplies, as needed.

KNOWLEDGE AND ABILITIES REQUIRED: The knowledge and abilities required in order to effectively perform the key duties for the class is indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in the class.

*“P” indicates prerequisite knowledge and abilities, which must be brought to the job.
“A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

KNOWLEDGE OF:	
1. Principles and practices of supervision	P
2. Policies and procedures governing purchases	A
3. Care, maintenance and preparation of artificial turf for events	A
4. Basic practices, methods, tools, equipment, materials and supplies used in the painting trade	P
5. Practices, tools, equipment, materials and supplies used in grounds maintenance work	P
6. Practices, tools, equipment, materials and supplies used in janitorial work	P
7. The use and operational maintenance of motorized equipment used in the work	A
8. Safe work practices	P

ABILITY TO:	
1. Plan, schedule and direct, grounds maintenance, janitorial, and other related general services	P
2. Plan, schedule and direct artificial turf maintenance and preparation	A
3. Coordinate, supervise and evaluate the work of others, prioritize activities, and adjust work assignments accordingly	P
4. Communicate effectively orally and in writing	P
5. Keep records and prepare operational reports	P
6. Operate a Computer to input and retrieve information	P

MINIMUM QUALIFICATION REQUIREMENTS

Experience Requirements:

Applicants must have had progressively responsible experience of the kind and quality described in the statements below or any equivalent combination of training and experience:

Specialized Experience: Three (3) years of work experience in the following areas. The experience can be gained separately or concurrently:

1. Work experience which demonstrated a familiarity with janitorial or custodial activities, tools, equipment and supplies; and

2. Work experience in the care and maintenance of grounds and landscaped areas which demonstrated knowledge of the care and cultivation of plantings such as shrubs, flowers, trees and groundcover; and the use and operation of grounds maintenance tools and equipment; and
3. Work experience which included applying coats of paint (e.g., by brush, roller, spray gun and other means) or any equivalent combination of training and experience which demonstrated knowledge of the practices, methods, tools, equipment and materials used in the painting trade.

Supervisory Experience: Two (2) years of progressively responsible supervisory work experience which included: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3) training and developing subordinates; 4) ensuring that subordinates adhere to safety practices; and 5) evaluating their work performance, and disciplining them when necessary.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Certification:

Certification in the appropriate category as a competent operator of a forklift must be obtained within the probation period.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

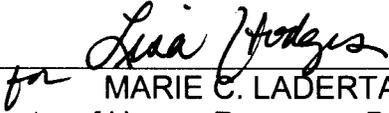
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the class specification and the minimum qualification specification for the class STADIUM GENERAL SERVICES SUPERVISOR (STADIUM GENERAL SERVICES SUPVR) which were approved on September 12, 1986.

DATE APPROVED: JUN 23 2009


for MARIE C. LADERTA
Director of Human Resources Development