**MCPS Athletic Field Inspector**

**Pay Range: $47,692 - $84,463**

* Do you love outdoor sports?
* Do you have attention to detail for contract specifications and procurement?
* Do you enjoy working in the green industry?

If this sounds like you, The Montgomery County Department of Parks- Southern Parks Division is the place you want to be! We are currently seeking a motivated, highly organized, and professional MCPS Athletic Field Inspector to join our program which manages over two-hundred athletic fields on Montgomery County Public School Property.  
  
The Maryland-National Capital Park and Planning Commission (M-NCPPC) is a six-time National Recreational and Parks Association Gold Medal Award Winner. The Montgomery County Department of Parks has a career staff complement of nearly 800 employees, and we serve a diverse population of more than one million residents in the Washington, DC area. We manage 421 parks on nearly 37,100 acres of parkland. Go to our website to learn more: https://www.montgomeryparks.org/  
  
Please Note: The salary range listed above represents the earning potential for this position. Salary is commensurate with experience.

**Examples of Important Duties**

**Contract Administration:**

* Completes athletic field inspections with attention to details towards mowing height, field lining, infield surface playability, aerification to contract specifications, seeding effectiveness, backstop and fencing conditions, plate and pitching rubber safety and goal conditions. Field inspections are documented using EAM system via iPad.
* Coordinate field visits to intercept contractors and ensure compliance to safety protocols. Ensure that the protocols are being followed and are working in a safe manner.
* Initiate corrective actions for identified safety hazards and follows through to ensure corrective actions are completed.
* Inspect athletic field renovations and enhancement projects.
* Verify completed work, contract compliance, and approving of payments.
* Works with MCPS Athletic Field Manager and other staff in program development and implementation.
* Oversee the inspection and enforcement of specifications in contracts for successful completions.
* Assists in reviewing and approval of invoices in relation to weekly reports for completion of athletic field maintenance operations and capital improvement projects.
* Solicits vendor quotes, approves quotes, monitors work performance and quality control, and approves invoices.
* Controls expenditures within the constraints of approved funds. Initiates bid procedures, procures cost quotations and estimates, initiates and reviews purchase requisitions and check requests.
* Provides support for drafting of scope of work and evaluation criteria and budgeting for contracts. Ensures internal coordination of review of the solicitation process. Ensures response to inquiries from bidders. Understands and applies the full range of Commission procurement policies and procedures.
* Conducts, or collaborates with central purchasing, pre-bid and pre-proposal conferences. Participates in evaluation committee meetings and prepares recommendations for vendor award contracts. May enter negotiations with the contractor as a member of a Commission negotiating team, in consultation with Central Purchasing.
* Administers contracts, analyzes and monitors contractor performance, interprets and applies contract language in consultation with Central Purchasing, reviews and recommends change order requests and non-routine charges, reviews invoices and, as authorized, approves progress and final payments.
* Works with program managers to ensure implementation of the contract lifecycle and corrective actions as needed. May negotiate resolution of contractor performance matters, in consultation with Central Purchasing.
* Develops and monitors MCPS athletic field maintenance activities including mowing, aeration, seeding, nutrient management, skinned infield routines, grading, sport specific goal inspections and player protection areas.
* Obtains soil samples and interprets data for soil science based nutrient management to ensure plant health in maintenance and renovation/construction projects.
* Manages and coordinates athletic field maintenance programs on multiple athletic field types such as soccer, baseball, softball, cricket, field hockey, and lacrosse for both youth and adult recreation.

**Project Management:**

* Review plans, specifications, and determine scope and requirements of athletic field projects.
* Inspect work of crews and contractors to ensure conformance with instructions, maintenance contract, and engineering plans.
* Make recommendations concerning major renovation or park development projects, park master plans, Capital Improvement Plan projects, etc.
* Works with other Commission divisions to ensure that plans and specifications meet park operations goals.
* Reviews technical literature, meets with vendors, and exchanges information with other government representatives.
* Attends conferences to identify new programs, methods, and equipment for use in the park.
* Leads and directs a team of career and seasonal skilled park maintenance workers.
* Forecasts jobs requirements to determine the unit's material, equipment, and training needs.
* Maintains inventory of related parts and supplies.

**Communication:**

* May serve on departmental and interagency committees for the purpose of coordinating and developing programs, resolving problems of mutual interest, or exchanging information. Works with community groups, park and recreation councils, and citizens to resolve problems and promote park  operations goals. Investigates complaints involving highly sensitive issues and problems. Acts as a liaison between league coordinators/coaches and management.
* Supports coordination with internal and external stakeholders and assists with providing programmatic compliance for successful athletic field communication between multiple agencies such as Community Use of Public Facilities, Montgomery County Public Schools, Montgomery County Recreation Department, Montgomery Parks, and community recreational organizations.

**Human Resources:**

* Plan, schedule, and assign work to park staff including temporary employees and volunteers.
* Recruit, select, and train staff. Initiate recognition and disciplinary actions.
* Conduct and monitor the completion of staff training in accordance with compliance standards.
* Approve timecards and leave requests.
* Participate in employee evaluations, counseling, and documenting employee accidents and injuries.

**Budget:**

* Assists supervisor in budget preparation, tracking of expenditures, and maintenance of contract updates.
* Prepares or provides input to annual budget request for assigned area.
* Monitors and controls expenditures and revenues within approved budget.
* Acquires informal bids, price quotations, and develops specifications for formal bids.
* Identifies equipment, materials, and supplies needed and determine best products to fill those needs.
* Monitors work of contractors. Approves payments to vendors and contractors.
* Develops purchase orders for parts, service, or contractor installation services.

**Administrative:**

* Prepare, initiate, review, and maintain records such as expenditures.
* Write administrative reports, budget and expenditure reports, work reports, etc.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledge of tools, materials, and methods of athletic field design, installation, and maintenance.
* Knowledge of soil drainage, chemical and textural properties for plant health.
* Knowledge and experience of organic turf maintenance.
* Ability to read blueprints, schematics, and drawings.
* Ability to read and write in English and possess good math skills.
* Ability to lead and direct the work of others.
* Ability to work in a safe and efficient manner.

**Preferred Qualifications:**

* Four (4) years of experience in turfgrass/soil project management, turfgrass/soil project planning, design, construction/renovation.
* Ability and knowledge to develop, revise, and amend athletic field construction specifications and communicate through inter/intra agency channels. This includes communication for contract specification adherence both to contractors and supervisors for successful project completion.
* Maryland Pesticide License in 3C Turf.
* Maryland Professional Fertilizer Applicators Certification.
* Advanced computer software knowledge in Microsoft Office Suite.
* The ability to communicate in Spanish.
* Valid driver’s license required in accordance with both State and Commission rules and regulations duties required by the position of assignment.

**PHYSICAL REQUIREMENTS**   
Sitting, standing, walking, climbing off and on equipment, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs. multiple times per shift, talking, hearing, and seeing.  
  
**Working Conditions**  
Works in office and within geographical area (parks). May work evenings, weekends, and holidays as assigned. On-call to respond to emergencies as they arise.  
  
**Work Precautions**  
Employee must take necessary precautions due to the nature of the equipment they are working on and the outside elements subjected to, to protect themselves and those around them of the hazards associated with this type of work.

**Minimum Qualifications**

1. Bachelor's degree in park management/administration, outdoor recreation, natural sciences, or a related field and one year of park management experience that included supervision and leadership of a staff; or  
2. An equivalent combination of education and experience.  
3. Valid driver's license.  
4. Additionally, contingent upon area of assignment, some positions in this class may require:  
a. Commercial Driver's License with appropriate endorsements upon appointment, or the ability to acquire one within six months.  
b. Maryland Department of Agriculture Pesticide Applicator's certification in the categories appropriate to the work assignment.  
c. Certification by the National Playground Safety Institute.

**Supplemental Information**

Classification/Specification-Park Manager I  
  
***Person(s) hired for this position must provide proof of being fully vaccinated for COVID-19 (with limited religious or medical exceptions).***   
  
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Apply Online:

<https://www.governmentjobs.com/careers/mncppc/jobs/3589309/mcps-athletic-field-inspector-14986-grade-18>