



VILLAGE OF PINEHURST
invites applications for the position of:

Track Superintendent

SALARY: \$18.78 - \$28.17 Hourly
\$1,502.42 - \$2,253.62 Biweekly
\$39,063.00 - \$58,594.00 Annually

DEPARTMENT: Parks and Recreation

DIVISION: Harness Track

OPENING DATE: 11/21/18

CLOSING DATE: 12/12/18 11:59 PM

DESCRIPTION:

Performs responsible supervisory and semi-skilled work in the maintenance and care of Village grounds and facilities in the Recreation Department and within the Harness Track Facility.

An employee in this class plans, supervises, and participates in a variety of grounds maintenance and trades related semi-skilled and manual maintenance tasks in maintaining Village buildings and grounds for the 111 acre harness track grounds, track, and facilities. Work involves supervising a crew involved in harness tracks maintenance and repair; landscaping and grounds maintenance such as mowing and trimming; maintaining 17 barns consisting of 312 stalls, 40 grooms' quarters, and 20 paddock areas. Judgment and initiative are required in performing and supervising the daily work functions including overseeing renovations and capital improvements projects, working with the standard breed horse racing community, developing user contracts, and maintaining operational budgets. Employees participate in the grounds and facilities maintenance and must abide by OSHA and Village safety rules and regulations. Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with grounds maintenance work, fumes, odors, dust, mists, and oils. Employee is subject to the OSHA requirements on blood borne pathogens. Work is performed under regular supervision and is evaluated through daily discussion, observation of grounds, and public acceptance.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and supervises daily maintenance work in the harness track and harness track grounds and facilities based on scheduled events, seasonal nature of work demands, repair projects, etc.; sets priorities in discussion with supervisor.
- Participates in hiring and performs training, orientation, performance coaching, and evaluation with assigned staff.
- Projects needs and costs for budget based supplies purchased and equipment maintenance and repair data; reviews monthly finance report to ensure expenditures within the approved budget.
- Oversees all capital improvements and renovations associated with the harness track barns and paddocks which include actually supervising the performance of such work by staff or supervising contractors to ensure deliverables.
- Ensures staff is trained and follows OSHA and Village safety requirements; ensures OSHA and Village safety regulations and standards compliance.
- Advises Village management, officials, and various Village committees on building maintenance and repair, landscaping and grounds maintenance and enhancements; responds to citizen inquiries and complaints regarding any aspect of work and services; attends staff and various committee meetings.
- Supervises and participates in grounds and facility maintenance and renovation including mowing grass, plants; trimming shrubs and trees, watering; applying fertilizers; and performing manual and semi-skilled trades work in the electrical, plumbing, HVAC, and construction areas; supervises and participates in selection, design, and new installations of plants; drags harness racing track to ensure angulations and consistency for horse and rider safety.
- Develops and maintains productive working relationships with the harness racing community to include owners, trainers, and grooms.
- Coordinates work with other Village departments to work collaboratively on projects such as setting up for events and to share staff on priorities as needed.

- Maintains records and reports on daily activities and special events; equipment and vehicle maintenance and repair.
- Maintains an inventory and orders supplies such as grass seed and pesticides and for equipment; obtains quotes on prices and purchases.
- Supervises and participates in basic and semi-skilled maintenance tasks such as constructing or repairing picnic tables, gutting barns, painting, and repairing irrigation system.
- Supervises and participates in preventative maintenance of equipment.
- Supervises and participates in maintenance of irrigation systems and turf/track maintenance.

Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the work hazards, related liabilities, and applicable OSHA and Village safety requirements and standards associated with harness track maintenance work.
- Considerable knowledge of harness track management.
- Knowledge of modern and effective supervisory principles and practices including communications, motivation, leadership, performance coaching and evaluation.
- Knowledge of Village personnel and purchasing policies and procedures.
- Knowledge of the application of information technology to assigned tasks.
- Skill in collaborative conflict resolution and customer service contact.
- Skill in the operation of equipment and tools, including drag and line attachments.
- Ability to read and write and to communicate effectively orally and in writing.
- Ability to set priorities, make effective decisions, organize work, and meet deadlines.
- Ability to establish and maintain effective working relationships with employees, supervisor department heads, and citizens involved in sporting activities and use of the parks.
- Ability to engage in heavy manual labor for extended periods of time.

Ability to exercise courtesy and tact in dealing with the public.

MINIMUM AND PREFERRED QUALIFICATIONS:

- Graduation from high school graduation and considerable experience in parks, grounds or harness track maintenance and facility maintenance including equipment operation and semi-skilled trades work or; an equivalent combination of education and experience.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.vopnc.org>

Position #00290
 TRACK SUPERINTENDENT
 DW

395 Magnolia Rd.
 Pinehurst, NC 28374
 910-295-1900

humanresources@vopnc.org

Track Superintendent Supplemental Questionnaire

- * 1. Do you have a valid North Carolina Class B (CDL) driver's license or equivalent from another state?
 Yes No
- * 2. Do you have experience maintaining a sand/clay surface? (if answering "YES", please ensure experience is documented in detail on your application)
 YES
 NO
- * 3. What experience do you have operating a motor grader specifically, and also other equipment such as tractors, track conditioners, front-end loaders, etc.?
- * 4. Do you have experience working at another Standardbred training/racing track? If so, please make sure experience is documented in detail on your application and/or resume.

- * 5. Do you have experience in carpentry, electrical, plumbing repairs? If so, please list some examples and ensure experience is documented in detail on your application.
- * 6. Are you available to work a flexible schedule which may include evenings and/or weekends?
 - YES
 - NO
- * Required Question