

Description

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 improvement projects, working with the standardbred horse racing community and a variety of equine and non-equine facility users, developing and administering user contracts, and maintaining operational budgets.

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 on 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 supervising the performance of such work by staff or supervising contractors to ensure project deliverables are met.
- 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 as well as other equine and non-equine groups and users.
- Coordinates and collects stall rent from boarders and other facility renters, using Parks and Recreation software, and submits funds to Finance.
- 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.

- Provides marketing ideas to Village staff for promoting Harness Track events and facilities; provides tours of track facilities.
- Maintains records and reports on daily activities and special events, and equipment and vehicle maintenance and repair.
- Maintains an inventory and orders supplies such as toilet paper, grass seed, soil conditioner and pesticides, and parts needed 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 systems.
- Supervises and participates in preventative maintenance of equipment.
- Supervises and participates in the maintenance of irrigation systems and turf/track maintenance.
- Performs related duties as required.

Knowledge, Skills, and Abilities

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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.

A valid driver's license is required; a commercial driver's license (CDL) is preferred.

Special Requirements:

Ability to obtain CDL within 1 year of employment.

Salary Range: \$46,603 - \$69,904

Apply at: <https://www.governmentjobs.com/careers/vopnc>

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Additional Harness Track Information: [Pinehurst Harness Track | Village of Pinehurst, NC \(vopnc.org\)](#)