

## TRACK SUPERINTENDENT

### JOB SUMMARY:

Oversees the Track Maintenance Crew, summer Track Crew and assist with the Track Crew when needed.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for maintaining payroll time sheets and crew schedules.
- Ensures the care of flowers throughout various MTR properties.
- Assist in the maintenance of the track when needed
- Responsible for equipment used for track operations
- Responsible for grooming and maintenance of the track racing surface
- Responsible for the maintenance and repairs to all track equipment, safety rails and fencing around the track.
- Responsible for the appearance of the track infield area.
- Abilities demonstrated in safety and effectively managing and controlling expenses.
- Responsible for the track starting gate.
- Attend all meetings required by HPBA.
- Maintain all logs for the racing surface.
- Operate heavy equipment to include loader, tractors, and road graders.
- All other duties as assigned.

### EXPERIENCE/QUALIFICATIONS/SKILLS/REQUIREMENTS:

Must have people skills, possess the ability to interact with all levels of employees, and exemplary supervisory skills. Ability to inspect and make minor repairs on vehicles on an emergency basis. Ability to perform assigned duties under frequent time pressures in an interruptive environment. Broad variety of tasks and deadlines requires an irregular work schedule.

Must be physically able to lift, bend, stoop, climb, and reach with or without reasonable accommodation. Candidate will need basic knowledge of common tools and equipment and be able to lift at least 50 lbs. Candidate must hold a valid driver's license. Candidate must be able to work flexible hours including weekends and holidays.

Must be able to stand walk sit for extended periods. May be exposed to working in a noisy, smoke secondary smoke environment.

Must be at least 21. Must be able to obtain and maintain appropriate licensing. Must be able to pass a background investigation.

### EDUCATIONAL REQUIREMENTS:

High School Diploma or equivalent.