



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Groundsman (**Part-Time**)  
**DEPARTMENT.....:** Parks and Recreation  
**DIVISION.....:** Recreation  
**CLASSIFICATION/GRADE.....:** Groundsman/101  
**REVISED.....:** 04/2021  
**REPORTS TO.....:** Recreation Director  
**REVIEWED.....:** 04/2021  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

Under the direction of the Recreation Director, the Part-Time Groundsman shall be responsible for monitoring facilities during recreation activities and maintenance for TPR events. Includes performing a variety work on a daily basis in support of assigned properties. Monitor's facilities during activities and events involving Parish recreation programs such as basketball, volleyball, baseball, softball, and other interested parties. Maintains facilities, equipment, parks, and grounds.

### **BASIC FUNCTIONS:**

1. Performs custodial related duties necessary to maintain cleanliness and sanitary conditions.
2. Performs many different custodial tasks necessary for the upkeep of facilities, parks, and grounds.
3. Pick up trash and debris from indoor and outdoor premises.
4. General cleaning of facilities, grounds and restrooms including sweeping and mopping. Emptying and sanitizing trash containers.
5. Assist in preparing sports fields for play.
6. Assist with basic maintenance repairs to facilities and playground equipment.
7. Monitor's facilities during recreational activities and is the on-site representative of TPR. Assist in ensuring that TPR equipment and supplies are available and are in good working condition.
8. Adhere to all TPR policies and procedures, assuring a safe and healthy workplace.
9. Address issues, problems, and concerns during facility use times in a polite and professional manner.
10. Report any accidents, problems, or issues as appropriate to TPR Administration on or before the next business day.
11. Painting as required.
12. Assist with event setup/tear down.
13. Any and all job-related duties as assigned.

### **OTHER REQUIREMENTS:**

1. Submit to background check
2. All Parish employees are required to complete Louisiana State Ethics Training annually.
3. Must be willing to work amended and extended hours as assigned, including night, weekends, and holidays to support the department's functions.

4. Required to work at multiple locations.
5. Must possess a valid driver's license.
6. Work indoors and outdoors to maintain facilities with exposure to heat, cold, dust, inclement weather, and other conditions.
7. Occasional lifting of 50 lbs. with routine bending and climbing.
8. Physically able to perform manual work.
9. Must be able to work with basic hand tools.
10. Any other training or certifications as may be required.

**EDUCATION/EXPERIENCE:**

1. High School Diploma, GED or equivalent.
2. Prior experience is a plus.