



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Groundsman (Part-Time/Seasonal)
DEPARTMENT.....:	Parks and Recreation
DIVISION.....:	Parks & Grounds
CLASSIFICATION/GRADE.....:	Groundsman/101
REVISED.....:	05/2021
REPORTS TO.....:	Recreation Director
REVIEWED.....:	04/2021
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Under the direction of the Recreation Director, the Part-Time Groundsman shall be responsible for monitoring and maintaining facilities during activities and events including performing a variety of work on a daily basis in support of assigned properties. The Part-Time Groundmen's primary facility will be the Airbase Park. This position is Part-Time/Seasonal as needed.

BASIC FUNCTIONS:

1. Monitors facilities during activities and is the on-site representative of the Recreation Department.
2. Assist in ensuring that equipment and supplies are available and are in good working condition.
3. Ensure all rules, policies and procedures are followed to create a safe and healthy environment.
4. Address issues, problems, and concerns during facility use times in a polite and professional manner.
5. Performs custodial related duties necessary to maintain cleanliness and sanitary conditions.
6. Pick up trash and debris from premises.
7. General cleaning of facilities and restrooms including sweeping and mopping.
8. Emptying and sanitizing trash containers.
9. Performs many different custodial tasks necessary for the upkeep of facilities.
10. Assist with basic maintenance repairs to facilities and equipment.
11. Report any accidents, problems, or issues as appropriate to Recreation Department Administration on or before the next business day.
12. Assist with event setup/tear down.
13. Any and all job-related duties as assigned.

OTHER REQUIREMENTS:

1. Submit to a background check, if applicable.
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 nights, weekends, and holidays to support the department's functions.
4. May be required to work at multiple locations.
5. Work indoors and outdoors to maintain facilities with exposure to heat, cold, dust, inclement weather, and other conditions.
6. Any other training or certifications as may be required.

EDUCATION/EXPERIENCE:

1. Must be 15 years or older.
2. Minors under age 18 require a work permit.
3. Must be a high school graduate, have a (GED) or be presently enrolled in school.
4. Prior experience is a plus.