

# GROUNDSMAN

Parks & Recreation



## SUMMARY

**Part-Time Position.** *Oversee and coordinate the administration of the facility's activities and maintenance for Terrebonne Parish Recreation events. Monitor facilities during activities and events, such as basketball, volleyball, baseball, softball, cheer, and other activities/events as needed. Maintain facilities, equipment, and grounds.*

### JOB OVERVIEW

#### Starting Pay

\$10.89 - \$13.98 per hour

#### Schedule

Monday - Thursday  
*Must work weekends and holidays for scheduled TPR events as needed.*

#### Shift

4 p.m. - 8 p.m.

### LOCATION

Work at different venues throughout the parish as needed.

### REPORTS TO

Athletic Program Coordinator

### WORK ENVIRONMENT

- Frequent interactions with members of the public and youth
- Indoors and outdoors in varying climates and conditions

### EMERGENCY EVENTS

Not required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

1. Monitor facilities, oversee activities, and act as the on-site representative of the Recreation Department.
2. Verify that officials, scorekeepers, and timekeepers work scheduled games, and work with the program coordinator if a replacement is required.
3. Ensure equipment and supplies are available and in good working condition.
4. Coordinate facility use schedule with Recreation Department for games, practices, and events, and communicate any changes to the TPR Administration.
5. Administer TPR policies and procedures to ensure a safe and healthy workplace.
6. Collect, review, and approve time sheets for officials, scorekeepers, and other personnel. Submit to Recreation Department weekly.
7. Address issues, problems, and concerns during facility use in a polite and professional manner. Report accidents, problems, or issues to the TPR Administration promptly. Contact the athletic program coordinator immediately for serious issues.
8. Escort ejected fans, coaches, players, etc. from the facility and promptly report the incident to the TPR Administration.
9. Maintain cleanliness of facilities, grounds, and restrooms by dusting, sweeping, mopping, picking up trash and other debris, replenishing supplies, etc.
10. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Submit to an applicable background check.
2. Attend trainings and obtain certifications as required.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED equivalent.
2. Prior experience is a plus.