

# HEARD COUNTY RECREATION DEPARTMENT GROUNDS KEEPER POSITION

## **SUMMARY OF POSITION**

Landscape and maintain grounds of property using hand or power tools or equipment. Assist in the maintenance of football, softball, baseball, t-ball fields and gymnasium. Shall perform a variety of tasks, which may include any combination of the following: laying sod, mowing, trimming, planting, weeding, watering, fertilizing, digging, raking, cleaning and restocking restrooms, picking up trash and emptying trash cans.

## **DUTIES AND RESPONSIBILITIES**

- Water all plants, flowers and grass on the property by hand, sprinkler system, or other methods as needed.
- Weed eat as needed.
- Operate a variety of grounds maintenance equipment and hand tools, including mowers, trimmer, edger, leaf blower, sprayers, and weed eater.
- Pull weeds by hand if needed.
- Planting, fertilizing and other gardening jobs as needed.
- Responsible for cleaning and maintenance of all outside areas and buildings including grounds keeping and garbage maintenance.
- Clean concession stands and restrooms (this includes cleaning and wiping down toilets and urinals daily)
- Check (fill as needed) toilet paper and hand towels in restrooms.
- Keep all related equipment clean, maintained and stored properly.
- Keep equipment storage room neat, clean and organized.
- Complete inventory of supplies and will inform facilities manager when additional supplies are needed (do not wait until the supply is completely gone)
- Keep the entire property free of litter, cigarette butts and other trash.
- Shall perform other duties as needed.

### **Maintenance of Fields:**

- Rake the infield
- perform general upkeep of dugouts and score keeper buildings
- put bases on fields (paint before games)
- chalk the baselines, pitching circles, and hash marks according to specifications.
- paint foul lines in outfield
- make sure scoreboards operate properly
- paint lines on football field

**-Maintenance of Gym**

- sweep gym floor
- mop gym floor (hot water only)
- sweep and mop lobby
- Clean concession stand and restrooms (this includes cleaning and wiping down toilets and urinals)
- sweep and clean bleachers
- empty trash in gym, concession stand, lobby and restrooms (includes family restroom)
- on game day: set up scorers table, set up 10 chairs on both sides of the scorers table for both teams to sit, turn on scoreboard
- cleans glass in front of gym and all doorways

I, \_\_\_\_\_, have read the job description for groundskeeper at Heard County Recreation Department. I understand that the above listed items will be a part of my job and I will perform the above listed to the best of my ability.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date