

**MOULTRIE-COLQUITT COUNTY PARKS AND RECREATION AUTHORITY  
JOB DESCRIPTION**

**JOB TITLE: TOURNAMENT GROUNDSKEEPER**

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs essential grounds maintenance for weekend tournaments of the Moultrie- Colquitt County Parks and Recreation Authority. Work involves ensuring that the general aesthetics of facilities and grounds are attractive and inviting to all participants and attendees at parks and facilities. Reports to Field Maintenance Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS:**

Maintains the cleanliness and sanitary conditions of the restrooms in order to promote personal hygiene and provide operational public facilities.

Performs grounds maintenance such as mowing and trimming lawns, trimming shrubbery and trees, performing weed control, picking up litter and other refuse, raking leaves, hauling debris, etc.

Sets up and breaks down special events.

Collects litter and trash from grounds.

Prepares ball fields for tournament play on the weekend (Friday night – Sunday night). This includes ball field maintenance between games and after rains to make the fields playable.

Prepares and maintains park exterior and interior facilities for use by performing duties such as cleaning, shelters, and park grounds adjacent to reserved spaces, common areas, storage rooms, kitchen areas and restrooms.

Performs weed control, picking up litter and other refuse, raking leaves, hauling debris, etc.

Interacts and communicates with various groups and individuals such as Field Maintenance Supervisor, coworkers, other department heads and staff, and the general public.

Meets and deals with the public in a professional, helpful and pleasant manner. Acts as a good-will ambassador for MCCPRA at all times. Maintains a professional, cooperative working relationship with other staff members.

Follows Board policies in *Personnel Policies and Procedures Manual*.

## **TOURNAMENT GROUNDSKEEPER**

Uses a variety of tools such as rake, shovel, pitchfork, light machinery, standard office tools, etc.; a variety of supplies such as janitorial supplies, mixed gas, weed eater line, gloves, bleach, disinfectant foam, towels.

Learns and utilizes new skills and information to improve job performance and safety.

Performs other related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION:**

Knowledge of and/or willingness to learn common ball field maintenance practices.

Knowledge of and/or willingness to learn safe cleaning practices.

### **ADDITIONAL JOB FUNCTIONS:**

Operates a variety of light equipment, and light machinery.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Must be at least 16 years of age. Must possess a valid State driver's license.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**