

**Fair Grove District Park Board**

P.O. Box 107

Fair Grove, Mo 65648-0107

[www.fgdistrictparks.org](http://www.fgdistrictparks.org)

**Job Title:** Seasonal Support for Fair Grove District Park  
**Job Classification:** Part-time (March 1st-September 30th)  
**Salary:** \$13.00 per hour  
**FLSA Status:** Non-Exempt

**Primary Purpose:**

Perform general grounds maintenance work, maintains the athletic fields, and prepares fields for practices, camps, and games to meet Fair Grove District Park standards. Performs field striping and chalking. Cleans and maintains athletic fields and bleachers. Operates a wide variety of garden tools and equipment, including but not limited to: blowers, pressure washers, gas powered field strippers, aerosol paint devices, and basic hand tools.

**Supervision:**

Under the general supervision of the Athletic Facilities Caretaker.

**Description Of Work:**

1. Ensure that recreational sports facilities are operated and maintained effectively and safely.
2. Ensure that janitorial services are performed for all sports facilities and grounds.
3. Mow, edge, trim and rake fields, operate riding mowers, push mowers, light duty vehicles, blowers, sweepers, trimmers, edgers and weed eaters.
4. Rake, sweep, blow and pick-up clippings paper, trash from athletic fields and spectator sections.
5. Prepare the fields which will include dragging the infield, chalking the field according to specified dimensions, watering infield, setting bases.
6. Field maintenance will include filling holes, adding clay to infield when necessary and inspecting the ball fields for proper safety.
7. Understanding and follow oral and written directions/instructions.
8. Assist the Athletic Facilities Caretaker in the care of turf, grounds, equipment, buildings and facilities in the Fair Grove District Parks to ensure proper safety, sanitation and care are given.
9. Sprays or hand-paints park benches, tables, guard rails, buildings, sports fields, and/or equipment; removes paint and repaints as necessary.
10. Assists in building concrete forms and placing concrete for construction projects as required.

11. Utilizes necessary hand and power tools associated with maintenance and minor repair work such as saws, drills, drill press, power grinder, pumps and generators in a manner consistent with safety principles.
12. Reads and interprets operating manuals, technical repair manuals, schematic drawings, etc.
13. Maintains required records and log time spent performing duties related to each program as required.
14. Performs basic math calculations relating to volumes, distance, areas and quantities.
15. Perform other duties as requested or required.

**Other Functions:**

1. Responsible for attending the Regular Monthly Board Meetings of the Fair Grove Park District.
2. Maintain a good relationship with park board members, city employees, program director, park caretakers, and park patrons.
3. Keep the Athletic Facilities Caretaker informed of essential issues.
4. Provides input when purchasing new equipment.
5. Responds to hazardous situations/potentially unsafe conditions by taking corrective actions.
6. Performs related duties as apparent and/or assigned.
7. Ensures that the established priorities of the Park Board are carried out to the best of your ability in a timely manner.
8. Responsible for reading the City of Fair Grove Employee Handbook, signing the employee acknowledgement form, and abiding by the policies set forth in said handbook.

**Qualifications:**

1. Must have a valid Missouri Driver's License.
2. Qualified to operate farm tractors and mowers, lawn tractors and other heavy equipment.
3. Must be able to do heavy lifting when required.
4. Must be at least 18 years of age.

**Hours:**

**1.** Job will require various hours per week dependent upon many factors such as weather, sports programs, events, etc.

**2.** This is a part-time seasonal position and the Seasonal Supporter should not work more than 20 hours per week, unless approved in advance by the Fair Grove District Park Board.