

## **Coquille Parks & Recreation Facilities Manager**

The Facilities Manager will assist in the day-to-day supervision of several areas of Recreation District #14 of St. Tammany Parish. In addition to groundskeeping, the candidate will aid in the supervision of maintenance of all park buildings, grounds, playgrounds, and athletic fields. This full-time position reports directly to the Assistant Director of Facilities for daily work assignments.

### **Key Responsibilities**

- Load utility vehicles with tools, check parks, bathrooms and playing fields daily.
- Mowing grass at the parks and athletic fields, maintains common areas, assist as needed with moving tables and chairs and other equipment for activities.
- Make minor repairs and paint buildings as needed.
- Operate utility vehicles, tractors, lawnmowers, weed eaters, power equipment, field machines, line-marking machine, rakes, shovels, blowers, and other park maintenance equipment as directed.
- Maintain all athletic fields in good working condition with preparation, irrigation, maintenance.
- Collect trash, maintain bathrooms, and inspect lighting and plumbing for needed repairs.

### **Qualifications**

- Experience with lawn maintenance equipment preferred but not required.
- Graduation from a standard high school or GED equivalency recommended.
- A valid Louisiana driver's license.
- Able to perform manual labor required for operating a full-service park.

### **Benefits**

- Competitive hourly rate based on experience starting at \$16.00/hour.
- Paid time off and holidays provided.
- Health, dental, life and vision insurance options are available.
- Retirement plan with employer contribution.
- Professional development opportunities.
- Flexible work schedules may vary based on happenings at the park.

*The St. Tammany Parish Recreation District 14 is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, disability, age, pregnancy, military status, or citizenship. We celebrate diversity and are committed to creating an inclusive environment for all employees.*