Coquille Parks & Recreation
Facilities Assistant

The Facilities Assistant will support the day-to-day maintenance and operation of Recreation District #14 of St. Tammany Parish. In addition to groundskeeping, the candidate will assist in the maintaining of all park buildings, grounds, playgrounds, and athletic fields. This part-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 of grass throughout the park and athletic fields, maintain common areas, assist as needed with moving of 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.
- Perform other duties as assigned by park Executive Director and supervisors.

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 $13.00/hour.
- Must be available afternoons, nights and/or weekends to fill 20-30 hours per week.
- The weekly schedule may vary depending 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.