



## **Groundskeeping and Maintenance Supervisor**

### **Our Organization**

The Friends of Dugas Community Park, Inc. (FDCP) is a non-profit organization that seeks to provide the region with a unique park for recreation and education that celebrates our history and rural heritage in a natural setting within Scottsville and Allen County, Kentucky. FDCP owns the Dumont Hill Historic Site with a 1250 seat amphitheater, pavilion, and playground there. Additional development of trails and other amenities will quickly follow throughout our 340 acres. We collaborate with several community and regional organizations and pursue grant funding, as an addition to our operating endowment. For more information on our park, visit [www.dugaspark.org](http://www.dugaspark.org).

### **Position Summary**

We are looking for an experienced and eager individual to join our team. Under the supervision of the Executive Director, this position is responsible for groundskeeping and maintenance duties, as well as managing our groundskeeping and maintenance staff members and their workload. This position will assist the Executive Director and Board of Directors in maintaining the facilities throughout our 340 acres. Supervises and works alongside two-three groundskeeping and maintenance workers, and at times park volunteers, to ensure the park continues to be an inviting and safe environment for guests.

### **Responsibilities**

As a supervisor this position will be responsible for determining daily schedule for groundskeeping and maintenance workers, maintaining inventory and supply lists in relation to groundskeeping and maintenance. Ordering of additional supplies with price comparisons and evaluation. Works alongside two-three groundskeeping and maintenance workers daily, as well as park volunteers as available, to ensure the park continues to be an inviting environment for guests. Interaction with park guests is also a regular occurrence.

General maintenance for all facilities, including but not limited to visual inspections, sealing, painting, repairs, drain downs and system recharge and minor improvements. Additional maintenance of all park owned equipment will be required. Trail maintenance will include grading, applying additional trail surface and maintaining trail edges and vegetation to prevent guest injury as well as trail erosion.

Groundskeeping duties will include regular pick up of trash on trails and in grassy areas (including dog waste stations and decorative waste receptacles), mowing and trimming, seeding, fertilizing, and weed control. Ability to operate tractors, bush hogs, blowers, trimmers, chainsaws and skid steer is required. Additional duties may include hay harvesting for the care of horse(s) on site and exercise and coordination of veterinary care for horse(s) on site including record keeping.

Required event duties will be for set up or tear down during regular working hours for the position. Any additional hours worked for an event outside of groundskeeping and maintenance staff's regular schedule will not be mandatory. Additional duties may be assigned as necessary by the Executive Director or the Board of Directors.

Expected hours average 35-40 hours weekly.

Typical hours Monday through Friday range from 7:30 a.m. to 4:30 p.m.

Saturday and Sunday 1-2 hours total for care of livestock, if applicable.

Workloads vary by day and by season, so this timeframe will fluctuate as deemed necessary by Groundskeeping and Maintenance Supervisor and Executive Director. A minimum half hour unpaid lunch break must be taken, if scheduled over 4 hours in a day. A fifteen-minute paid break will also be required during each four hours of work.

### **Skills, Education, Experience and Abilities**

- Experience in maintenance of buildings, and mechanical systems is preferred.
- Ability to safely operate various types of equipment and follow guidelines during operation is required.
- High School Diploma, GED or equivalent required.
- Strong organizational and project management skills.
- Self-motivated with an attention to detail and quality. Able to work independently and achieve goals by a deadline.
- Excellent verbal communication.
- Must be outgoing and willing to engage with individuals within the community.
- Must be able to manage multiple projects and deadlines and prioritize workload.
- Friendly attitude and ability to accept change and constructive criticism is vital.
- Technology Skills-
  - \*Experience with Microsoft Office Excel and Word is required.
- Must be able to lift up to 75 pounds. Position will require both office work and manual work, so candidates must be able to work both in the office and outside.
- Candidate must be able to have a satisfactory background check, as well as pass a drug test.

If interested, you may submit your resume no later than 4 p.m. April 15, 2024, through our Indeed.com listing or by email at [work@dugaspark.org](mailto:work@dugaspark.org). Hourly wage dependent on qualifications and experience between \$19-24/hour plus stipends.