

**Job Title: Groundskeeper**

**Organization:** Emporia-Greenville Recreation Association

**Location:** Meherrin River Park and Center Street Property, Emporia, VA

**Position Type:** Full-time, Seasonal Intensity

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**Job Description:**

We are a nonprofit organization seeking a dedicated and responsible Groundskeeper, referred to Employee from here on out, to maintain and upkeep Meherrin River Park and our property located at Center Street. This role is essential for ensuring our facilities are safe, well-maintained, and prepared for various sports programs and public use. The Employee is expected to abide by all Meherrin River Park and Center Street rules established by EGRA. The Employee will work closely with the Facilities and Grounds Committee and Grounds Supervisor and maintain a good working relationship with the City of Emporia. The Employee is expected to perform the following responsibilities which include, but are not limited to:

**Key Responsibilities:**

**Meherrin River Park:**

1. **Field Maintenance:**

- **Mowing, Weed-eating, and Edging:** Regularly mow the grass on 5 ball fields, batting cage, and open areas. Perform weed-eating and edging to ensure a neat appearance and proper playing surface.
- **Fertilizing:** Regularly fertilize fields to maintain healthy turf.
- **Field Preparation:**
  - **Dragging:** Use a drag mat and groomer to smooth and level the infield dirt. This helps to eliminate holes, bumps, and uneven surfaces, ensuring a safe and playable field.
  - **Lining (Softball & Baseball):** Mark lines for the infield, batter's boxes, baselines, and outfield boundaries. Ensure accurate and visible lines for games and practices. Ensure lines follow league rules.
  - **Lining (Soccer):** Accurately measure and paint soccer field lines according to official regulations, ensuring proper dimensions and clear visibility for games and practices.
  - **Leveling:** Ensure the pitcher's mound and batter's box are correctly leveled and maintained. Fill in low spots and repair high-traffic areas in infield and outfields.
  - **Base Maintenance:** Inspect and secure bases, making sure they are properly anchored and safe for play. Ensure bases are spaced according to league rules.

- **Watering Infield:** Water infield as necessary to minimize dust, maintain safe playing area, and reduce wear.
- **Batting Cage Maintenance:** Ensure the batting cage netting is intact, and the surface is level and safe.

## 2. Facility Maintenance:

- **Cleaning:** Clean and restock bathrooms daily from February 1 - July 1 and as needed (minimum 3 times a week) from July 1 - November 1. Lock bathrooms from November 1-February 1 and winterize, unless requested for use by scheduled event.
- **Playground Maintenance:** Inspect and maintain playgrounds to ensure they are safe and clean. Level and fill in any holes and report any major repairs to Supervisor.
- **Pavilions and Fences:** Inspect and maintain two pavilions and surrounding fences. Ensure they are in good condition and safe for public use. Remove graffiti as needed.
- **Trash Management:** Collect and dispose of trash and debris daily throughout the park.
- **Pest Control:** Treat the park as necessary for pests (e.g., fire ants).
- **Ornamental Trees and Flag Maintenance:** Maintain ornamental trees on the property. Notify the Facilities and Grounds Committee when a new flag needs to be ordered.
- **Concession:** Treat concession stand for pests. Offer assistance to the concession stand operator if needed. Winterize concession stand December 1-February 1.

## Center Street Property:

### 1. Field Maintenance:

- **Mowing, Weed-eating, and Edging:** Regularly mow the grass field, and perform weed-eating, and edging to ensure a neat appearance and proper playing surface.
- **Field Preparation:**
  - **Football Field Setup:** Mark lines for football practice (if requested by football commissioner), including end zones, hash marks, and yard lines. Ensure accurate and visible lines for practice.
  - **Leveling:** Ensure the playing surface is level and safe. Fill in any low spots and repair high-traffic areas.
- **Litter Pick-Up:** Collect and dispose of litter and debris daily.
- **Equipment:** Move bleachers and equipment as needed.

### 2. Shed

- Treat the football shed for pests and inspect as needed for repairs.

## **General Responsibilities:**

### **1. Safety and Reporting:**

- Conduct at a minimum a weekly safety inspection of all park areas and Center Street.
- Submit a written monthly report on the status of the park to the Supervisor.

### **2. Equipment Management:**

- Maintain and repair equipment, including but not limited to, weed eaters, lawnmowers, tractors, field drags, and groomers. If major repairs are needed, submit to the Supervisor.
- Keep a maintenance log of equipment (e.g., oil changes, repairs, etc.).
- Keep a detailed inventory of all equipment and items with the help of the Facility and Equipment Committee.
- Submit inventory quarterly to the Supervisor and Facility and Equipment Committee for review and to prepare for programs accordingly.

### **3. Repairs**

- Perform light repairs to equipment and facility as needed to their ability. Including, but not limited to, replacing light bulbs, small water leaks, unblocking drains, installing temporary fences, installing or removing signs, and inspecting score boards.
- In the event major repairs are needed or light repairs cannot be completed, the employee will notify the supervisor.

### **4. Errands & Cellphone**

- Pick up supplies from vendors or the UPS store as needed.
- Be able to provide own transportation and coverage of insurance.
- Be able to provide own cellphone for communication.
- Stipend provided for use of vehicle and cellphone.

### **5. Scheduling:**

- Check the shared Google calendar to stay aware of practice dates, game dates, and any field or park rentals, and prepare accordingly.
- Time off cannot be granted during peak season programs: February-July and September-November. In the event the Employee needs time off due to emergency situations (sickness, funeral, or other personal reasons), the Supervisor must be notified as quickly as possible. Any other time off requests must be submitted to the Supervisor a week in advance.

**6. Public Interaction:**

- Provide excellent customer service to park visitors, volunteers, and program participants.
- Offer assistance to visitors or workers in the park.
- Any incidents in which the employee cannot diffuse the situation as diplomatically as possible will be reported immediately to the Supervisor.

**7. Seasonal Duties:**

- **February 1 - July 1:** Perform intensive maintenance and preparation for spring and summer programs, including baseball and softball.
- **July 1 - November 1:** Reduced duties, focusing on maintenance, men's/women's softball, and fall soccer program.
- **November 1 - February 1:** Lock bathrooms, winterize the park, and maintain basic upkeep. Must inspect the grounds a minimum of three (3) times per week for basic upkeep and maintenance.

**8. Purchasing and Budgeting:**

- Purchase items needed for operations from locally approved vendors.
- Submit major purchase requests to the Supervisor (e.g., turface, fertilizer, lime).
- Obtain approval from the Supervisor for any expense exceeding \$250.

**9. Safety Protocols:**

- Adhere to proper safety protocols when performing all job tasks.
- Mark and store all hazardous materials (i.e., fertilizer, pesticides, herbicides, etc.) in an approved manner.
- Allow the use of equipment and hazardous materials only to individuals approved by EGRA.
- Notify the Supervisor immediately of any injury on the job. In the event of accident or injury, Employee may be subjected to drug test.
- Ensure equipment and property are not damaged during maintenance activities due to negligence.

**10. Physical Requirements and Background Check:**

- Ability to lift and carry up to 50 lbs.
- Submit physical and background check upon employment.

#### 11. Performance Evaluations:

- Undergo quarterly performance evaluations during the first year.
- After the first year, undergo bi-annual performance evaluations conducted by the Facilities and Grounds Committee.

#### Qualifications:

- Proven experience in groundskeeping, landscaping, or a related field.
- Knowledge of field maintenance and equipment management.
- Ability to perform physical labor and work outdoors in various weather conditions.
- Strong organizational skills and attention to detail.
- Good communication skills and ability to work well with others.
- Valid driver's license.

#### Working Relationships:

- Report to the Facilities and Grounds Committee and Grounds Supervisor.
- Maintain a collaborative relationship with the City of Emporia and other entities (e.g., YMCA, TopHand, etc.).
- Work closely with other staff, volunteers, and program participants.

#### Application Process:

To apply, please submit your application, resume, and an optional cover letter detailing your relevant experience and interest in the position to [chelseataylor@gra.com](mailto:chelseataylor@gra.com) or drop off at the UPS store located at 916 W Atlantic Street, Ste C, Emporia, VA 28347. Applications for this position must be submitted no later than July 29, 2024, at 7:00 PM.

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**Emporia-Greenville Recreation Association is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.**

# EGRA EMPLOYMENT APPLICATION

## PERSONAL INFORMATION

**FULL NAME:** \_\_\_\_\_  
First Middle Last

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite

\_\_\_\_\_ City State Zip Code

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER (SSN):** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**DATE AVAILABLE TO WORK:** \_\_\_\_\_

## EMPLOYMENT ELIGIBILITY

**ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.?**  YES  NO\*

**HAVE YOU EVER WORKED FOR THIS EMPLOYER?**  YES\*  NO

**\*IF YES, WRITE THE START AND END DATES:** \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?**  YES\*  NO

**\*IF YES, PLEASE EXPLAIN:** \_\_\_\_\_

## EDUCATION

**HIGH SCHOOL:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DIPLOMA:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DEGREE:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DEGREE/CERTIFICATION:** \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

**EMPLOYER 1:** \_\_\_\_\_  
Company / Individual

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYER 2:** \_\_\_\_\_  
Company / Individual

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYER 3:** \_\_\_\_\_  
Company / Individual

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**REFERENCES**  
(Please list at least 2 professional references)

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MILITARY SERVICE**

**ARE YOU A VETERAN?**  YES  NO

**BRANCH:** \_\_\_\_\_ **RANK AT DISCHARGE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**TYPE OF DISCHARGE:** \_\_\_\_\_

**IF NOT HONORABLE, PLEASE EXPLAIN:** \_\_\_\_\_



**BACKGROUND CHECK & PHYSICAL CONSENT**

**ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK AND SUBMIT A PHYSICAL UPON HIRE?**  YES  NO

**DISCLAIMER**

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

**Please complete each section. Must attach a resume for the application to be considered complete. A cover letter is optional.**

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_