



## **Turf Assistant**

### **St. Charles Park District**

**Contact Name:** Dave Johnson

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**Closing Date:**

**Salary:** \$49,255 to \$56,027 DOQ

#### **Description:**

Please apply directly on our Employment page: [www.stcparks.org/jobs](http://www.stcparks.org/jobs)

#### **Job Summary - About the Role**

This hands-on role is responsible for performing turf repairs to maintain or reestablish park facilities and park grounds turf areas and athletic fields. Responsible for the daily performance of assigned seasonal staff to maintain turf repair areas and assist East Side Sports Complex staff and other crews as assigned.

#### **Knowledge, Skills & Experience**

This position is well suited for someone with a friendly and positive personality who is productive and shows initiative, is an effective written and oral communicator, is reliable and safety-minded.

**Required:** A high school degree or equivalent plus technical or specialized training or a two-year degree in horticulture, agronomy or related field is required. One to three years in turf management or a related field. Strong background working in all aspects of turf maintenance, seed selection, fertilization, disease and pest identification plus a knowledge of hand tools, grounds equipment and operation of trucks and tractors. Work record that shows reliability, initiative, tact and productivity. Basic knowledge of MS Office systems. A valid Illinois State Driver's License is required. Must have and maintain a CDL Class A with air brakes endorsement or obtain within six months of hire. Must be able to acquire an Illinois Pesticide operator's license within six months of hire. Maintain current CPR/AED/First Aid Certification and DCFS Mandated Reporter Certification or obtain certification within 30 days of hire.

#### **Essential Functions of the Position or Role**

##### **Park District Cornerstones**

- Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park District's safety and risk management program.
- Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other agencies or organizations as delegated.

- Recommends improvements and efficiencies to better accomplish individual and District goals in the best interests of the St. Charles Park District community.
- Comply with Park District policies and administrative procedures.

## **Responsibilities**

- Assist in the design, selection, preparation and planting of new turf areas.
- Assist in the fertilization, aerification, disease, weed and pest control, topdressing, overseeding and irrigation for both new and established turf areas.
- Supervise assigned part-time employees in accordance with responsibilities outlined.
- Evaluate the effectiveness of assigned personnel and train personnel to become more productive by instruction and actual hands-on work with staff.
- Keep the Turf Supervisor adequately informed at all times of problems related to the work and changes in plans of work completed.
- Perform repair and installation of drainage tile, drainage ditches and irrigation systems.
- Perform daily cleaning, grounds and facilities, weekly mowing of athletic fields practice and game fields at JBCP.
- Assist, rebuild and construct, prep and maintain ballfields for scheduled plans
- Coordinate needs and support working closely with associated user group game schedulers tournament supervisor and park rentals. Communicate field conditions and communicate back to the scheduled user when fields are not playable.
- Work over and above required daily hours, when necessary.
- Operate motor equipment as needed or required.
- Effectively communicate both orally and in writing.

## **Administrative**

- Inventory tools and commodities necessary for the operation of the turf section of the Parks Department.
- Keep records of all work performed.

## **Marginal Functions of the Position or Role**

- Assist with ice rink maintenance.
- Assist with snow removal.
- Assist with special events.
- Perform all other duties as assigned.

## **Physical and Environmental Requirements**

Please see the full requirements on the job post on our career site.

## **EEO Statement and Accommodations**

The St Charles Park District is an equal opportunity employer under all state and federal laws and regulations. The job responsibilities are subject to accommodations pursuant to the Americans With Disabilities Act of 1990. If you require assistance or accommodation with the application process, please contact the Business Department at 630-584-1055.