



Facilities and Grounds Coordinator

Responsibilities:

- Provide support for maintenance and grounds crew as well as office staff.
- Assist with the care, cultivation, and stewardship of the grounds and facilities at Lakeshore Park including pruning, weeding, fertilizing, watering, clearing, mowing and planting.
- Aid in evaluating, diagnosing, mitigating, and remediation of diseases, insect damage, and pest problems.
- Pick up trash, rake leaves and clear debris from walkways, flower beds and park grounds on a daily basis. Clean and maintain grounds, restrooms, and rental facilities.
- Operate vehicles and a variety of equipment used in landscape work.
- Inspects tools and equipment for safety and mechanical defects and ensures they are in proper operating condition.
- Receive and respond to questions and concerns from park visitors; identifies issues and resolves problems or refers to Lakeshore Park Conservancy staff or City of Knoxville staff.
- On-site supervision of outside event rentals. Meeting with potential event planners and renters, managing deliveries of rental equipment for events and coordinating placement with rental companies.
- Assistance with Lakeshore Park annual events.

Qualifications/Skills:

- Strong interpersonal communication skills
- Horticulture and gardening experience and/or education
- Experience with landscape development and maintenance
- Knowledge of proper handling of fertilizers and pesticides
- Comfortable using a variety of garden tools and equipment
- Knowledge of pruning of trees, shrubs and perennials
- Basic irrigation, low voltage electrical, general handyman knowledge or small engine mechanic skills are a plus.
- A positive attitude and strong self-motivated work ethic.
- Able to work flexible hours to include weekends.

Education/Experience:

- Associates (Preferred)
- Experience in landscape maintenance

Job Details:

- 40 hours per week
- 5 day work week including most weekends, especially April through October
- Paid holidays
- Employee insurance provided

For inquiries or to apply, please contact Executive Director Julieanne Foy at julianne@lakeshoreparkknoxville.org