



Title: Park Grounds Coordinator
Reports to: Park Grounds Manager
Hours: 40 hours/week, flexible hours, occasional evening and weekend work required
Salary: \$45,000 - \$55,000
Benefits: Medical, vision, disability and life insurance provided plus 401k matching
Leave: 7 Paid holidays + weekdays between Christmas & New Years Day, & 120 hours PTO

**Diversity, Equity and Inclusion are important values of The Trail Conservancy,
and we encourage diverse individuals to apply.**

The mission of The Trail Conservancy is to protect, enhance, and connect the Butler Trail at Lady Bird Lake *for the benefit of all*. The Park Grounds Coordinator is a key role within Park Operations that works closely with TTC staff and city partners to collaboratively execute TTC's Park Operations and Maintenance efforts in public parkland along the Butler Trail surrounding Lady Bird Lake in downtown Austin.

Primary Responsibilities

- Work collaboratively and creatively with park operations leadership in a team-first environment.
- Strategically coordinate existing grounds maintenance programs: irrigation maintenance and repairs, graffiti and trash abatement, asset management, volunteer events, and work order systems.
- Proactively assess existing landscape challenges to execute appropriate tasks and solutions.
- Operate heavy equipment, tractors, mowers, utility vehicles, and small landscaping tools to complete work orders, projects, and daily tasks as assigned.
- Utilize GIS and work order systems to track time, resources, and materials used in daily work.
- Perform heavy manual labor in all weather conditions on a daily basis throughout the year.
- Build and strengthen relationships with local organizations, community partners, PARD and Watershed Protection departments to further park operations efforts in the park.
- Supervise and train staff, seasonal workers, interns, and volunteers in executing work plans and events.
- Help maintain inventory and care of equipment, supplies, and materials for the park operations team.
- Works occasional weekends and evenings as needed to support TTC signature events: MMR, Earth Week, Twilight, and other events as needed.
- Other responsibilities, as assigned to assist in overall park operations.

What We're Looking For:

- Bachelor's or Associate's degree from a university in an applicable field of study or;
- 5 years of park or grounds maintenance experience and 1 year of supervisory experience in public parks, horticulture, facilities, grounds, or related fields.
- Strong irrigation, native plants, and turfgrass knowledge.
- Proficient computer skills (ArcGIS Online, Workforce, Microsoft Office).
- Excellent collaboration, multi tasking, project coordination, and time management skills.
- Ability to repeatedly lift 50lbs, stoop, bend, squat, and reach for extended periods of time.
- Strong communication skills; highly motivated; ability to work independently but also collaboratively.
- Texas Pesticide Applicator License or ability to obtain within 120 days of hire.
- Playground Safety Inspector Certification or ability to obtain within 120 days of hire.

Application Process:

- Applications should be sent to resumes@thetrailconservancy.org.
- Include a cover letter, salary expectations, 3 references, and resume.
- Please do not contact staff directly, no phone calls.