

Frontenac Historical District

Park Supervisor Position

The Florence Township Board of Supervisors is accepting bids for a part time position to supervise activities in the Frontenac Historic District Parks. The duties of this job are as follows;

- Florence Township Beach
 - Install dock by May 1, remove dock by November 1
 - Check & adjust dock to water levels every 2-3 days
 - Sweep sand from boat ramp
 - Remove flood and use debris from beach
 - Collect garbage can waste & drop at Community Center
 - Maintain beach equipment (garbage cans, signage, etc.)
 - Maintain parking lot (signage, parking blocks, benches, etc.)
- Mowing
 - Supervise mowing contractor
 - Administrate mowing equipment repair as needed
- Wakondiota Park
 - Clean toilets & maintain paper levels
 - Control Insects in toilets
 - Repair and maintain playground equipment
 - Inspect & administrate ball park bench, fence, concession facilities
 - Control weeds around buildings, equipment, and structures
 - Inspect & maintain shelter equipment
 - Inspect & maintain horseshoe Venue
- Administration
 - Report to HPC Chairman
 - Submit invoices to Township Supervisors monthly
 - Advise HPC Chairman of requirements, abnormal activities

This part time position starts on May 1 and ends on November 1 (30 weeks) with a projected work average of 5 days per week, 1 hour per day. That is a total of 150 days.

This position is open for bids each year with bids to be processed by the Florence Township Board of Supervisors at their March meeting. Candidates must submit a "Dollars per Day" bid. For example,

If a candidate bids \$10 per day, the total annual cost would be \$1,500.

If a candidate bids \$15 per day, the total annual cost would be \$2,250.