

# **Position Description Town of Waterville Valley**

## **Seasonal Maintenance – Parks & Recreation**

### **Statement of Duties**

Responsible for general maintenance and custodial duties at Parks and Recreation Facilities including; Town Beach, Packard Field, Playground, Stone Tower Lane and Town Trails.

### **Supervision**

Works under the general daily supervision of the Parks & Adventure Programs Manager, and in coordination with the Director of Public Works. Employee receives direct orders from a supervisor who indicates the general work to be performed and outlines the services to be provided. Specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with supervisor as needed on all matters not specifically covered in the guidelines or instructions.

**Supervisory Status** – The employee does not have any supervisory responsibilities.

**Minimum Qualifications** – High School Graduate or GED; minimum of one to three years prior working experience in a landscaping or general construction environment; or an equivalent combination of education and/or experience. Must have a valid driver's license.

**General Duties and Responsibilities** – Performs a variety of labor tasks of a routine and repetitive nature. Also performs a variety of custodial and grounds maintenance work. Work includes cleaning and digging, mowing, spreading sand, trimming etc. Utilizes light departmental equipment to accomplish the regular and recurring repair and maintenance work on parks, trails and beach. Operates equipment within the capacity of the machine and to perform assigned work in a timely and efficient manner.

### **Essential Functions**

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Work Examples** – Examples of work includes but is not limited to:

- Operates a variety of motor vehicles, power and hand tools including, but not limited to, weed-whacker, hedge trimmers, chain saw, lawn mower and power blowers.
- Performs duties of a semi-skilled craftsman, depending upon the extent of training and experience acquired through vocational training and on-the-job training.

- Responsible for picking up all trash on the beach, trail, playground, Packard Field and other town property as needed.
- Responsible for mowing/weed-whacking any and all grass areas on the beach, playground, trail, Packard Field and other town property as needed.
- Performs preventive and routine maintenance on equipment. Makes minor repairs and reports need for major repairs to supervisor and mechanics.
- Must be sure that all tools, equipment, etc., are stored and locked up at the end of each shift.
- Responsible for completing weekly maintenance logs and safety checks of all Park facilities.
- Maintains and keeps clean and orderly the storage sheds at the beach and playground.
- Assists with the summer maintenance schedule for roadsides, the cemetery, and the grounds of various municipal facilities.
- Assists with custodial cleaning and maintenance of buildings, facilities and grounds for Rec Dept. and adjoining property.
- Must inform the Parks & Adventure Programs Manager of any problems or safety hazard anywhere on the beach or at any other parks and recreation facility.
- Responsible for all other special jobs or duties assigned by the Parks & Adventure Programs Manager.

**Work Environment** – Work performed outdoors under varied conditions involving some disagreeable factors such as inclement weather, cold, heat, dirt, and dust; exposure to minor injuries such as cuts and bruises, extensive sunlight, poisonous plants, wildlife, underwater hazards, and insects and bees. Includes lifting heavy objects and equipment. May be exposed to trash, and hazardous materials such as chemicals and human waste. Irregular and extra hours may be required. Most contact is with supervisor for the purpose of receiving work assignments and instructions. Other contacts are with co-workers for the purpose of exchanging information about the work at hand. Makes occasional contact with the public for the purpose of reporting potential safety hazards or supplying general information or assistance. Contact is by phone, email, in person, and personal meetings.

### **Knowledge, Ability and Skill**

**Knowledge:** Working knowledge of operation and maintenance of power driven equipment and use of hand tools generally used in public works construction and maintenance work. Working knowledge of occupational hazards and of safety precautions to be exercised to ensure safe operation of vehicle, and to assure the safety of fellow workers and the public. Working knowledge of light wheeled vehicles including ten-ton and one-ton dump-trucks (with snowplows), sidewalk tractor and backhoe.

**Ability:** Ability to interact in a positive and effective manner with employees and the public. Ability to execute oral and written instructions in a precise manner. Ability to analyze the proper performance of a motor vehicle by following a preventative maintenance service schedule. Ability to operate motor vehicles, including light trucks, and power and hand tools.

**Skill:** Good public relations skills and ability to handle multiple tasks. Good judgment, motor operating skills and able to maintain effective customer relations. Demonstrated basic craft skills such as carpentry, masonry, landscaping or related skills.

**Judgment**

Exercises initiative in completing assigned daily tasks. A large body of standardized procedures control most activities. May undertake some initiative in the face of unusual circumstances.

**Physical and Mental Requirements**

Moderate to heavy physical effort required in connection with the operation and maintenance of department equipment and performing manual tasks. Physical demands may require occasional lifting of objects up to 100 pounds. Must be able to access all areas of a construction work site. There is likely to be a great deal of standing, walking, sitting and talking or hearing; use of hands to finger, handle or feel objects, tools or controls and to reach with hands and arms, bending and climbing and working in dimly lit areas. Must be able to hear normal sounds, distinguish sound as voice patterns, and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. The use of equipment can often be conducted in hazardous conditions, and employee must be watchful at all times for potential safety hazards.

**Position Status** – Seasonal Part-time. Memorial Day to Labor Day. Hourly position.

**Normal Weekly Shift** – Wednesday through Sunday 7:30 a.m. to 12:30 p.m.

**Pay Grade** – General Government I      **Current Pay Range** - \$15.38

REVIEWED BY:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_