

Town of Shelburne Job Description

Job: Seasonal Grounds & Maintenance Technician

Department: Maintenance & Recreation

Reports To: Maintenance Director and/or Parks & Recreation Director

FLSA Status: Non-exempt

Date: April 2003 / Updated: April 2021

SUMMARY

This position has seasonal responsibility for maintenance of the Town parks and other recreation facilities, as well as responsibility to assist with maintenance of other Town buildings and grounds and to assist as a laborer on various Town projects. The position includes operation of power and mechanical equipment.

As a Town employee, you are expected to demonstrate commitment to excellence through positive behavior toward all quality initiatives as well as through teamwork and to promote and conform to all quality standards. These include but are not limited to core values and customer service values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Seasonal Grounds & Maintenance Technician is responsible for carrying out his or her duties while representing the Town professionally at all times. You must ensure that the highest quality of customer service is provided to all delivery systems within your authority as you carry out the following:

1. Help maintain and clean Town parks including restrooms as needed.
2. Use power equipment to maintain various landscaped areas at parks and recreation facilities, and assist with same at other Town properties such as Village Green, the Parade and the Village Center.
3. Help to prepare park areas for seasonal openings and close park areas at season end.

4. Help with general repairs and preventive maintenance to Town buildings, facilities, equipment and machinery as necessary.
5. Assist Town departments with various tasks as requested, including small construction projects, moving of books, etc.
6. Perform such other duties as the Department Head may require.
7. Take individual responsibility for working in a safe manner and adhere to the Town's safety policies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates for this position must have:

1. A high school diploma or equivalent.
2. A valid driver's license.
3. At least 18 years of age.
4. Good organizational skills, and the ability to plan and prioritize work effectively and ensure the completion of work.
5. The ability to work independently with minimal supervision.
6. Initiative to identify, carry out and complete necessary projects.
7. The ability to excel in a team oriented, customer driven environment.
8. The ability to be detail oriented and quality driven.
9. Excellent interpersonal and communication skills and the ability to deal effectively with other staff and the general public.
10. The ability to develop and maintain positive internal and external customer service relationships.
11. An excellent past work record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Seasonal Grounds & Maintenance Technician shall be able to:

1. Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. Frequently stand, occasionally walk; talk or hear; sit; bend; climb to a height of 40' and balance; stoop, kneel, crouch, or crawl; and smell.
3. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
4. Use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment varies and can be moderately loud when around equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Employee