

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: PARKS & RECREATION – Park Maintenance Technician: Full-time

NATURE OF WORK

Under the direct supervision of the Parks & Recreation Foreman, this position is responsible for performing unskilled and semi-skilled tasks in the maintenance and operation of buildings, grounds, open space and parks. He/she will receive guidance from the Parks Maintenance Foreman while carrying out duties under minimum supervision. The position is a non-union position and is appointed by the Town Administrator.

SUPERVISION RECEIVED

This is a year-round position under the general guidance and direction of the Parks & Recreation Director and/or other duly assigned management staff within the department.

SUPERVISION EXERCISED

Supervision is exercised over a minimal number of paid part-time employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mow and maintain parks, open space areas, roadsides and grounds, maintain recreational court areas, and varied types of playing fields as well as work with and maintain the necessary tools and equipment.
- Inspect and operate light duty trucks with or without trailers to haul tools, equipment, supplies and materials.
- Perform typical grounds maintenance activities such as weed control, seeding, fertilizing planting, mulching, mowing, watering, shrub trimming, pruning, brush cutting and tree trimming.
- Perform general custodial duties and maintenance within Town facilities and buildings.
- Set up and moving of tables, chairs, fixtures and equipment.
- Open and close Town facilities and buildings as directed.
- Perform interior building maintenance such as painting, plumbing, carpentry, and other forms of trades work as well as work with and maintain the required hand and power tools.
- Removal of ice and snow from walkways, steps, ramps and driveways.
- Inspection, operation and maintenance of snow plow equipped light truck for snow plowing, snow removal and sanding operations.
- Operation and maintenance of various types of powered equipment both self-propelled and non-self-propelled utilized in grounds management, building maintenance, and construction.
- Perform other such duties as may be assigned and are consistent with this position.

REQUIRED MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Valid Rhode Island Driver's License, with no restrictions that would limit or adversely affect insurability.

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: PARKS & RECREATION – Park Maintenance Technician: Full-time

DESIRED MINIMUM QUALIFICATIONS

- Experience and knowledge in the safe and proper use of small tools and equipment utilized in grounds management, facilities maintenance and construction.
- Ability to work and communicate effectively with supervisor, co-workers and the general public.
- Ability to understand and follow written and oral instructions.
- Availability to work predetermined schedule with flexible hours and days as directed by Department Director or designee.
- Commercial Driver's License, Hoisting License or Arborist license preferred

TOOLS & EQUIPMENT USED

A variety of equipment and tools are used in this role. Generally in the support of parks maintenance: landscaping, carpentry, and minor mechanical repairs. Tools used but not limited to chainsaw, zero turn mower, weed trimmers, drills, hammers, screw drivers, cleaning chemicals, kaivac machine, vehicles, tractor, gardening tools, power washer, general landscaping tools, towing a trailer, snow blower, shovels, york rake, powered rake, or other equipment deemed necessary to complete tasks.

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.

- Working conditions may vary from moderate temperatures and light (indoors) to inclement weather and night (outdoors).
- The employee will regularly lift and/or move objects up to 50 pounds and occasionally lift and/or move objects up to 90 pounds.
- The employee will regularly sit, stand, walk, use hands to finger, handle, or feel objects, tools, controls and reach with hands and arms. As well as occasionally crouch, stoop, crawl, bend, kneel or climb.
- The employee may perform physical labor under occasional difficult conditions such as inclement weather and emergency conditions.
- The specific vision abilities required are: close vision, distance vision, peripheral vision and the ability to focus.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in a park facility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The noise level in the work environment is usually moderately quiet and occasionally loud in indoor/outside conditions.

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: PARKS & RECREATION – Park Maintenance Technician: Full-time

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview(s) and reference checks; job related tests may be required. The selection will be made by the Town Administrator based on a recommendation from the Department Director.

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 to 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.