



# Town of Jamestown

## JOB DESCRIPTION: Park Maintenance Technician

Job Title: <b>Park Maintenance Technician</b>	Type of Position: <b>Full-Time</b>
Unit/Division: <b>Parks &amp; Recreation</b>	Reports to: <b>Parks and Recreation Director</b>
Review: Every Two Years	Last review date: 10/25/23

### GENERAL DESCRIPTION

The Park Maintenance Technician is responsible for a wide range of tasks related to the maintenance and operation of buildings, grounds, open spaces, and parks. Working under direct supervision of the Parks and Recreation director or designated assignee. The role involves unskilled and skilled duties, including mowing, landscaping, custodial work, snow removal, carpentry and operation of various equipment. The position requires adherence to safety protocols and guidelines, excellent communication skills, and the ability to work under diverse weather conditions. The Technician is also responsible for minor repairs, interior maintenance, and setup/closure of town facilities. The role demands physical strength, flexibility, and the ability to work in both indoor and outdoor environments. Preferred qualifications encompass experience with small tools, effective communication, and the ability to follow instructions.

### DUTIES AND RESPONSIBILITIES

1. 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.
2. Inspect and operate light duty trucks with or without trailers to haul tools, equipment, supplies and materials.
3. Perform typical grounds maintenance activities such as weed control, seeding, fertilizing planting, mulching, mowing, watering, shrub trimming, pruning, brush cutting and tree trimming.
4. Perform general custodial duties and maintenance within Town facilities and buildings.
5. Set up and moving of tables, chairs, fixtures and equipment.
6. Open and close Town facilities and buildings as directed.

7. 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.
8. Removal of ice and snow from walkways, steps, ramps and driveways.
9. Inspection, operation and maintenance of snow plow equipped light truck for snow plowing, snow removal and sanding operations.
10. Operation and maintenance of various types of powered equipment both self-propelled and non-self-propelled utilized in grounds management, building maintenance, and construction.
11. Perform other such duties as may be assigned and are consistent with this position.

## **JOB REQUIREMENTS**

1. High School diploma or GED.
2. Valid Rhode Island Driver's License, with no restrictions that would limit or adversely affect insurability.
3. Experience and knowledge in the safe and proper use of small tools and equipment utilized in grounds management, facilities maintenance and construction.
4. Ability to work and communicate effectively with supervisor, co-workers and the general public.
5. Ability to understand and follow written and oral instructions.
6. Availability to work predetermined schedule with flexible hours and days as directed by Department Director or designee.
7. Commercial Driver's License, Hoisting License or Arborist license preferred.
8. Must be available to work weekends and holidays as needed.
9. Must be available to work hours 7:00 am – 3:30 pm. Hours may vary in certain instances.

## **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 REQUIREMENTS & WORKING CONDITIONS**

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.

1. Working conditions may vary from moderate temperatures and light (indoors) to inclement weather and night (outdoors).
2. The employee will regularly lift and/or move objects up to 50 pounds and occasionally lift and/or move objects up to 90 pounds.
3. 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.
4. The employee may perform physical labor under occasional difficult conditions such as inclement weather and emergency conditions.
5. The specific vision abilities required are: close vision, distance vision, peripheral vision and the ability to focus.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. 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. Other duties may be required by the Parks & Recreation Director.

## **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.