

Town of Jaffrey, New Hampshire
POSITION DESCRIPTION

Position Title: Lead Recreation Maintenance Technician

Date: March 2016

Department: Recreation

Reports To: Recreation Director

Status: Part-Time. Non-Exempt

Labor Grade: 7

GENERAL SUMMARY:

Under the supervision of the Recreation Director, responsible for planning, organizing, overseeing, reviewing, and performing semiskilled and unskilled work in the care and upkeep of all Recreation Department facilities, fields, and park areas. Supervises, reviews, and evaluates the work of Recreation Maintenance Technicians.

ESSENTIAL JOB FUNCTIONS:*

- Maintenance and custodial duties for all JPRD facilities, fields, and park areas.
- General landscaping duties including, but not limited to: mowing, planting, pruning, and park beautification.
- Field maintenance including but not limited to mowing, trimming, fertilization, irrigation, infield surface, and aeration.
- Grooming and lining of athletic fields.
- Snow removal including shoveling and plowing.
- Ability to drive and operate the JPRD maintenance equipment including but not limited to tractor, mower, dump truck, and plow
- Ability to operate mowers, trimmers, and other maintenance tools and machinery.
- Perform regular safety checks and maintenance of JRPD facilities, fields, and park areas.
- Maintain cleanliness and regular vehicle maintenance checks for the JRPD vehicles.
- Ability to initiate and coordinate daily work plan.
- Follows safety practices.
- Ability to work independently.
- Communicate clearly through writing, email, and telephone
- Plans, oversees, and reviews the work of Recreation Maintenance Technicians.
- Trains Recreation Maintenance Technicians to perform duties
- Ensures Recreation Maintenance staff follows safety practices

OTHER DUTIES AND RESPONSIBILITIES:

- Performs minor preventative maintenance on machinery and equipment in the Department including chain saw, tractor, dump truck, zero turn riding lawn mower, trimmers, push lawn mowers, leaf blowers, generators, power tools, hand tools, and air compressor.
- Provides support for the emergency shelter for the Town of Jaffrey when activated, including transportation of citizens, logistical support, secure materials and supplies needed as directed by the Director of Parks and Recreation.
- Answer phones and direct inquiries when in the Parks and Recreation Office.

- May assist other departments with various projects.
- Promotes and maintains positive community relations.
- Responsible for attending staff meetings.
- Performs maintenance duties as required.
- Knowledgeable in maintenance tools and machinery such as mowers and trimmers.
- Driver's license in good standing required.
- Ability to lift objects over 50lbs.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the facilities and equipment needed in recreation programs.
- Knowledge of equipment operation, carpentry, painting, landscaping and turf management.
- Knowledge of mechanics.
- Knowledge of principles and practices of employee supervision,
- Knowledge of office procedures.
- Skill in the operation and maintenance of equipment used in work, including but not limited to commercial lawn mowers, small hand tools, trimmers, and landscaping equipment.
- Skill in the use of a dump truck and tractor
- Skill in the maintenance and repair of fields, facilities and equipment.
- Skill in field dimension layouts, the use of vehicle maintenance and operational manuals, and the analysis of soil data.
- Ability to perform accurate arithmetic calculations
- Ability to communicate effectively both orally and in writing.
- Ability to maintain accurate records, inventory and order supplies, material and parts.
- Ability to schedule and procure equipment.
- Ability to pass a background check.
- Ability to establish and maintain effective working relationships with employees, Town officials, civic organizations and the public.
- Contributing effectively to the accomplishment of Department goals, objectives, and activities

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- High School diploma/GED; AND two years of experience in landscaping, park maintenance, turf management or related field, OR an equivalent combination of education, training and experience, which demonstrates possession of the required knowledge, skills and abilities.
- Experience in a supervisor position including work selection, work planning, organization, performance review and evaluation, and employee training.
- Valid driver's license and acceptable driving record.

SUPERVISORY RESPONSIBILITY:

Supervises Recreation Maintenance Technicians

The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or

unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments. The supervisor provides performance review of employee.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The work requires considerable and strenuous physical exertion under varying and sometimes adverse weather conditions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Mobility to work in a typical shop or related maintenance setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle to various work sites; stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing over 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone. Ability to understand and follow oral and written instructions

Work is subject to exposure to extreme weather conditions, hazardous chemicals, gases, dust and noxious odors. Ability to work evenings and weekends if necessary.

WORK ENVIRONMENT:

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

GUIDELINES:

Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

COMPLEXITY:

The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT:

The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS:

The personal contacts are with employees within the immediate organization, office, project or work unit, and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS:

The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.