

# City of Claremont, New Hampshire

## Position Description

**Position Title:** Parks Maintenance

**Reports to:** Parks & Recreation Director

**Department:** Parks & Recreation

**FLSA Status:** Non - Exempt

**Union/Merit:** AFSCME Union - Clerical

**Grade Level-Points:**

**Revised/Updated:** 04/10/05

### Job Summary

The incumbent operates a variety of light to medium equipment and trucks, such as sweepers, rollers, catch basin cleaners, snow removal trucks with plows, back hoes, and front end loaders; performing a variety of semi-skilled and skilled duties involving the construction, repair, cleaning and maintaining of City Park streets, water and sewer systems, cemetery, city recreational facilities, fields, turf and parks.

This work involves the operation of a variety of light and medium motorized equipment requiring a degree of specialized skill in their operation; and also involves a number of manual laboring tasks.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Operates light and medium equipment used in the construction and maintenance functions of the Parks & Recreation Department such as the backhoe, street roller, front end loader, mowers, turf aeration equipment, fertilizer spreaders, snowplows and 10 wheel trucks used in highways, utilities, grounds, cemeteries and water/sewer divisions.
2. Drives 10 wheel truck and other equipment with plows for snow removal.
3. Supervises and cares for maintenance of grounds, sport fields, buildings, trails and equipment at City Park facilities by landscaping, watering, fertilizing, digging, planting, weeding, mowing, seeding, aeration, herbicides and pesticide applications, painting, grading, washing and cleanup of facilities and other City properties; operates riding movers, tractors, and small trucks.
4. Performs semi-skilled work in the installation, maintenance and repair of water pipelines, hydrants, and/or meters and sanitary sewer system; assists in laying and tapping pipes and mains; mixes and lays cement for patching and repair work; may operate backhoe or other excavation equipment in absence of normally assigned personnel.
5. Assists in tree maintenance and removal work, pruning and removing dead, weak and infected limbs; sprays or injects chemicals on trees to treat against disease and insects; plants small trees, fertilizing watering trees, turf and attaching appropriate braces.

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 use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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.

## **City of Claremont, New Hampshire Position Description**

6. Picks up roadside refuse (branches, leaves, lawn clippings, garbage, bottles, newspapers, etc.) and loads material into truck hopper.
7. Loads and unloads heavy material from trucks and vans. Stocks materials in storage areas or at work site. Moves sand, dirt, trash, stone, etc. with wheel barrow.
8. Sets up, cleans and disinfects portable toilet units within the parks system for seasonal use and special events.
9. Performs all work related duties associated with sporting events and special events (i.e. crowd control, parking, etc) that takes place at City park facilities including set-up and cleanup of facilities.
10. Prepares playing fields for football, baseball, field hockey, etc. by painting lines and appropriate decorative markings with latex paint. Constructs and/or repairs a variety of equipment or property at City facilities such as fences, goal posts, playground equipment, barricades, street signs, etc.
11. Performs general heavy laboring duties in assisting other skilled and semi-skilled workers to lay curbstone, remove trees, mix and pour cement, lay asphalt, patch streets, install and repair water and sewer lines and park facilities, etc.
12. Performs other related duties as assigned.

### **Peripheral Duties**

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

High school degree or equivalent and, 1-2 years of experience which includes the operation of various light and medium road equipment; *or*, any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

#### *Necessary Knowledge, Skills and Abilities:*

Knowledge of:

- Tools and materials used in construction and maintenance work.

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 use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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.

## **City of Claremont, New Hampshire Position Description**

- Considerable knowledge of, and skill in, the operation, maintenance and use of light and medium and heavy motor equipment including the operation of such equipment over rough, icy or unstable conditions.
- Considerable knowledge of occupational hazards involved and safety precautions necessary for safe operation and ability to operate equipment in a manner which assures safety to self, co-workers and equipment.
- Techniques of effective time management.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Thorough knowledge of recreational and sport activities, programs, rules and regulations.
- Thorough knowledge of sport field and court management as it relates to the use of, care of and maintenance of park and recreation facilities.

### Ability to:

- Handle situations in which others may be angry or argumentative.
- Establish and maintain effective working relationships with others.
- Perform manual labor for extended periods of time.
- Understand and follow directions.
- Read and interpret documents.
- Demonstrated ability to communicate both orally and in writing.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

### Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

### **Supervision Received**

Incumbent works directly under the Director/Assistant Director of Parks & Recreation. Incumbent follows a basic routine and most duties are performed independently.

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 use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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.

# City of Claremont, New Hampshire

## Position Description

### Supervision Exercised

May occasionally act as work leader providing working direction to a small work crew performing a variety of manual tasks.

### Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

### Licensing & Certification

Must possess and maintain a valid Commercial Drivers License (minimum of Class B)

### Tools & Equipment Used

A variety of light, medium and heavy equipment to include but not limited to mowers, weed-wackers, chainsaws, sweepers, rollers, catch basin cleaners, snow removal trucks with plows, back hoes and front end loaders, fertilizing and landscaping equipment, tractors, aerators, small trucks and park utility vehicles.

**Typical Work Surface(s):** Work bench, truck bed, ground, wood, tile, cement and carpeted floors, sport field and courts and various turf surfaces.

**Typical Controls & Equipment:** Vehicles, telephones, cell phones, radios

**Typical Work Environment:** Inside: 15% Outside: 85% \*Depending on season

**Summary of Occupational Exposures:** The incumbent may be occasionally exposed to mechanical fluids, turf and aquatic chemicals and fluids, copier, fax and printer inks and fluids as well as exposure to sunlight, insects, domestic and wild animals and all New England weather conditions.

The incumbent's working conditions are typically quiet to moderately loud.

### **Physical Activity Requirements**

#### Primary Physical Requirements

#### Other Physical Considerations

LIFT up to 10 lbs.: Frequently required

Twisting: Frequently required

LIFT 11 to 25 lbs.: Frequently required

Bending: Frequently 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 use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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.

## City of Claremont, New Hampshire Position Description

<u>LIFT 26 to 50 lbs.:</u>	Occasionally required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Occasionally required	<u>Squatting:</u>	Frequently required
<hr/>			
<u>CARRY up to 10 lbs.:</u>	Frequently required	<u>Kneeling:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Frequently required	<u>Crouching:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Occasionally required	<u>Balancing:</u>	Rarely required
<hr/>			
<u>REACH above shoulder height:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<hr/>			

### **During an 8-hour Day, Employee is Typically Required To:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### **Cognitive and Sensory Requirements:**

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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 use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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.