



## **Job Description**

**Title:** Park Maintenance (Part-Time)

**Department:** Recreation & Parks Department

### **Nature of work:**

Performs responsible work involving the maintenance and general upkeep of all recreation areas administered by the Recreation & Parks Department.

**Work Schedule:** Monday – Friday; up to 20 hours per week as agreed upon by Supervisor. May include nights and weekends.

**Wage Scale:** FY '27 Step 1 \$20.00 per hour

**Supervision Received:** Receives direct supervision from the Park Maintenance Supervisor.

**Supervision Exercised:** None.

### **Essential Responsibilities:**

- Performs general maintenance work of a routine nature on buildings, grounds, and equipment.
- Mows grass, cuts brush, and cares for shrubbery
- Pool maintenance.
- Cleans bath houses and toilets.
- Cleans up litter.
- Groom Athletic fields.
- Plows snow from roads and walks.
- Manages Skating Rink during assigned shift.
- Operates various types of equipment, such as lawnmowers, chainsaws, trucks and tractors with attachments, front-end loader, ice resurfacing machines, and other miscellaneous maintenance equipment.
- Does mechanical work on all park equipment under direction of Park Maintenance Supervisor.
- Participates in safety & educational training seminars (Examples: First Aid, CPR, Pool Certification and OSHA/VOSHA required training etc.)
- Changes shift schedules as the seasons change and participates in the “on-call” schedule.

**Non-Essential Duties and Tasks:** *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### **Competencies Needed:**

*We will consider any combination of relevant work experience, volunteering, education, and transferable skills a qualifying, unless specifically stated as required.*

- Experience in the maintenance of grounds and buildings.
- Graduation from high school or any combination of schooling and equivalent experience.
- Valid driver's license required.
- Knowledge of or able to demonstrate ability and experience to learn purposes of common construction and maintenance tools and equipment.
- Able to maintain basic accurate records of work performed.
- Must be able to communicate with the public effectively both verbally and in writing.
- Must be able to read and carry out written and oral instructions.
- Able to establish and maintain effective working relationships with employees, other departments and the public.
- Must be able to work effectively in the absence of close supervision.
- Must be able to learn and retain instructions, policies and procedures and continue to learn new methods and stay current within field.
- Ability to actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

**Work Environment:** Regularly required to use hands, handle, feel or operate objects, tools, or controls and reaching. Frequently required to stand; talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The noise level in the work environment can be loud. Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities, works in outdoor or indoors as required, working near moving mechanical parts and is occasionally exposed to fumes and risk of electrical shock. The employee may be required to work early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours. Indoor and outdoor work environment, working on unlevel surfaces at times.

**Union Status:** Non-Union; Non-Exempt Employee

*The Town of Brattleboro is committed to being a leader in providing a welcoming workplace and respectful environment for all. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our high performance in public service.*

#### **Job Description Acknowledgement**

☐ I have read and understand the functions and requirements of this position and am able to perform them. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or

requirements and does not limit the assignment of additional duties for this position. I also understand that this is not a contract and employment remain at will for both me and my employer.

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Signature of employee

Date