

**Town of Standish**  
**JOB DESCRIPTION**

**Job Title:** Seasonal Parks & Facilities Laborer  
**Department:** Parks & Recreation  
**Reports to:** Director of Parks & Recreation  
**Rate of pay:** \$18.00 - \$20.00 based on experience.

**GENERAL SUMMARY:**

This is a seasonal, part-time, hourly position not to exceed 450 hours in a calendar year. The estimated schedule includes up to 20 hours per week between May 1- September 1. This position is under the general supervision of the Parks & Recreation Facilities Manager. This position is responsible for maintaining municipal parks, grounds, athletic fields, playgrounds, ice skating rinks, equipment and facilities as assigned. This position performs daily skilled and semi-skilled routine maintenance duties, is self-directed, energetic, and organized. Town of Standish offers a 4-day Monday-Thursday work week.

The work consists of operating a variety of equipment such as a pick-up truck and trailer, utility tractor with attachments and/or 3-point hitch implements, hand and power tools, lawn mower and landscaping equipment.

This position is required to perform manual labor primarily outdoors in varying weather conditions and to perform the following duties: mowing, trimming, weeding, planting, leaf blowing, ball field grooming, general landscaping, carpentry and painting.

**Position Classification:** This position is classified as a part-time, hourly (non-exempt) position.

**ESSENTIAL JOB FUNCTIONS:**

- Must be able to work a variable schedule on weekdays, depending on the weather and demands of the season.
- Must be responsible for driving vehicles and equipment and ensure a safe and clean working environment.
- Must perform related duties as required.
- Must be able to provide excellent customer service to the public.
- Must be able to maintain an effective and positive working relationship with staff and public.
- Must hold a Maine Class C Driver's License and be insurable in a normal risk pool.
- Must be able to maintain the confidentiality of sensitive information.
- Must follow all departmental policies and Standard Operating Procedures (SOP's) accurately and effectively.
- Must have normal vision and capable of using required equipment and tools.
- Must be able to stand, walk, stoop, kneel, and lift up to 75 pounds.
- Must be able to work independently and exercise good judgment when making decisions.
- Must have a working knowledge of a variety of equipment and grounds care needs.

*External and internal candidates, 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 aided or with assistance of a reasonable accommodation to be determined by management on a case-by-case basis.*

## **DUTIES & RESPONSIBILITIES**

- Responsible for ensuring safety of self, facilities, and equipment.
- Responsible for general care of equipment, supplies, and facilities.
- Attends staff meetings and training as requested by the Parks & Recreation Director.
- Performs maintenance and upkeep of municipal grounds and fields including, but not limited to: lining, painting, mowing, watering, aerating, weeding, infield dragging, litter control, and general sprucing up. Work may include use of power tools including chainsaws, skill saws, drills, hammers, hand saws, snow blower and more.
- Performs maintenance and upkeep of municipal property including but not limited to picking up trash, weeding, planting flowers, painting, minor repairs to fences, goals, backstops, benches, picnic tables, boardwalk and structures.
- Responsible for care, storage and inventory of all items associated with outdoor athletic facilities, including but not limited to bases, nets, goals, paint, gasoline, etc.

*These are illustrative and temporary work guidelines. Employees in this position are expected to perform other tasks and work as required.*

## **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- Must be at least 18 years of age.
- Experience in parks maintenance, grounds keeping, landscaping, or equivalent preferred.

## **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Work is performed outdoors and indoors in variable weather conditions and temperatures.
- Work is performed in a moderate to considerably noisy environment.
- Moderate to heavy physical activity with occasional to frequent lifting of objects weighing up to 75 pounds and occasionally over 75 pounds.

*The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Standish to provide for the changing needs of the community.*