

TOWN OF YARMOUTH, MAINE
Community Services Department ~ Parks Division

PARKS MAINTENANCE TECHNICIAN
Job Description

GENERAL PURPOSE

This is a skilled and semi-skilled, year-round, full-time position which involves assisting the Parks Specialist with maintenance, repair, and construction of various town lands including parks, preserves, trails, gardens, and outdoor facilities at municipal campuses. This position also includes assisting with the maintenance and operation of parks and recreation buildings. The position will require manual labor and work in inclement weather conditions. Work is often performed independently and cooperatively with town staff.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks Specialist and Yarmouth Community Services Director.

SUPERVISION EXERCISED

This position has no responsibility for employee supervision, however, may lead and supervise volunteers as part of work groups and community service days.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains parks, lawns, gardens, trails, open spaces, and conservation lands including grass areas, garden beds, shrubs and trees.
- Operates specialized equipment and tools.
- Performs routine maintenance on lawn and power equipment.
- Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists with some custodial work such as changing light bulbs, emptying and relining trash cans, cleaning and sanitizing restrooms, cleaning drinking fountains, washing windows, walls, and equipment, cleaning rain gutters, and collecting and disposing of solid waste from buildings and grounds.
- Assists in the construction of wetland boardwalks and maintenance of trail infrastructure.
- Assists in leading volunteer workdays including outreach, pre- and post- workday tasks, and supervision of volunteer groups.
- Assists with the clearing of downed and hazard trees.
- Inventories and inspects existing trail infrastructure.
- Assists in managing invasive vegetation.
- Assists in construction, installation and maintenance of benches, tables, kiosks, etc.
- Other land stewardship and land maintenance related tasks, as assigned.

PERIPHERAL DUTIES

- Occasionally assists other departments and department staff, as required.
- Professionally communicate with community groups, general public, volunteers, and Town staff.

WORK HOURS

Consistent attendance and punctuality are essential requirements of this job. Employee will work scheduled shifts that include early mornings, evenings, weekends, weekdays.

The employee in this position is expected to work the following hours with one 15-minute paid break and one 30-minute paid break (may be combined for a 45-minute break). The employee should be ready to begin their job at the designated time according to the week's schedule. A typical work schedule includes 35-40 hrs/week.

***Workdays, volunteer groups, project preparations, and/or special events may take place early mornings, evenings, and weekends.

Exceptions to this schedule as well as vacation, Earned Paid Leave and compensatory time off requests must be approved by the Yarmouth Community Services Director.

In accordance with the ***Fair Labor Standards Act*** this position is classified as nonexempt meaning that pay is based on hours worked. Hours worked over 40 hours in a week will be compensated at 1.5 times the employee's regular pay. All overtime must be approved in advance by the Department Director.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in landscaping, custodial maintenance, or related field; or
- (B) Two (2) years of related landscaping and/or maintenance work; or
- (C) Any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent oral and written communication skills and research capabilities.
- Ability to perform minor carpentry and garden maintenance.
- Basic skills in operating power and hand tools safely.
- Ability to perform manual labor for extended periods and under unfavorable weather conditions.
- Ability to follow oral and written instructions.
- Ability to professionally communicate with community groups, general public, volunteers, and Town staff.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Local, State and federal permit requirements, conservation regulations, carpentry, vehicle and trailer maintenance and repair, powered equipment operation and repair, landscaping equipment, chain saws, various mowers and bush hogs, and principles and practices of parks and recreation maintenance.
- Experience in trail building and maintenance.
- Knowledge of land stewardship and trail maintenance best practices, processes, materials, tools and equipment.
- Experience in garden maintenance techniques and plant identifications.
- Ability to use a computer for reports, permits, research, information gathering, and communication purposes.

SPECIAL REQUIREMENTS

- Perform work in a normal office setting and in all weather conditions throughout the year. Position changes from indoors to outdoors and is subject to extremes of temperature, noise, odor, etc
- Work scheduled shifts that include early mornings, evenings, weekends, weekdays.
- Walk long distances on parks and athletic facilities and work in inclement weather.
- Lift up to 50 lbs.
- Possession of a valid Motor Vehicle Operator's License, valid in the United States. If Maine resident must have or be able to obtain a Maine license within 30 days.
- Possession of CPR and First Aid Training certificate is required within the first 90 days.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including 1-ton dump truck, pickup trucks, ATV/RTV, mowers, blowers, weedwhackers, walk-behind landscape equipment, common hand and power tools, shovels, landscape and maintenance tools, mobile radio, phone, personal computer/laptop, and any other job-related equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to walk and hike; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is often required to sit, climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must occasionally lift and/or move up to 50 pounds and lift/move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from moderate to loud, and at times, moderately quiet. The employee will perform work in a normal office setting and in all weather conditions throughout the year. Job duties change from indoors to outdoors and employee will be subject to extremes of temperature, odor, etc

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.

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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.  
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I have reviewed and understand the Parks Maintenance Technician job description and believe it to be accurate and complete. I understand that the Yarmouth Community Services department and/or Town Manager of The Town of Yarmouth retain the right to change the Job Description as it deems necessary. I will follow and adhere to my Job Description to the best of my ability.

Employee Name (printed)

Employee Signature

Date

**The Town of Yarmouth is an Equal Opportunity Employer
Effective July 10, 2021**