

# TOWN OF SOMERS

## Position Description

**Title: Parks Coordinator/Maintainer**  
**Department: Public Works**  
**Reports To: Director of Public Works**

**Supervises: None; coordinates Maintainer(s) assigned to Parks Dept.**  
**FLSA Status: Full-time, non-exempt**  
**Bargaining Unit: N/A**

**Position Summary:** Coordinates work and staff scheduling for maintenance of town-owned parks, fields, and grounds, and performs semi-skilled tasks in the repair and maintenance of town parks, grounds, and recreational areas or facilities; performs general maintenance work on grounds and facilities; performs semiskilled rough carpentry, masonry, plumbing and painting maintenance tasks. Provides accurate, timely and high-quality service to all internal and external customers.

### **Major Job Duties:**

**Service:** Carries out work according to standard procedures. Operates tractors, mowing machinery, and other equipment to mow and maintain fields and recreational areas. Grades, fertilizes, seeds and lines playing fields. Performs manual work in the removal of trees, leaves, brush trash or refuse and in the installation or replacement of benches, fences, posts rails, signs or park and recreational equipment. Plants and cares for trees, shrubs, and flowerbeds. Clean and maintain town buildings, including rest room facilities. Operates truck to plow snow and/or remove debris from town grounds, sidewalks and facilities.

**Teamwork/Coordination:** Works cooperatively with department staff members in delivery of public works services to internal and external customers. Under the supervision of the Director of Public Works and in cooperation with the Highway Foreman, and Transfer Station coordinator:

- prioritize, schedule and coordinate daily work assignments to maintainers;
- periodically during the work day/week review work in progress, and adjust priorities and work assignments as necessary;
- apprise the Director of Public Works of the progress.

Works cooperatively with other departments to maintain town roads, fields, park grounds, park facilities, buildings and properties. Coordinates maintenance and marking of recreational fields with Recreation department. Provides constructive input to the Public Works department staff discussions and actively participates in group issue identification and resolution.

**Technical:** Prepares vehicle and auxiliary equipment. Services vehicle and equipment with fuel, lubricants, and accessories. Makes routine safety check before and after operating vehicle and equipment. Operates tractors and mowing equipment to maintain fields. Operates snowplows and sanders to clear roads. Observes performance of vehicle and equipment and reports malfunctions to Mechanic. Use and maintain jackhammer, chain saws, and hand tools in general maintenance work. Performs minor repairs and preventative maintenance on vehicle, mowing and construction equipment. Assists Mechanic in major vehicle or equipment repairs. Follows standard safety procedures and regulations.

**Administrative** – Prepares, recommends, and administers parks maintenance department budget within prescribed authority levels and Town financial policies and procedures. Reports tasks accomplished verbally or on written work order. Completes forms and logs as requested by coordinator(s) and/or Director.

**Approved by:**

**Approved by:**

**Last Revision Date: 10/08**

**Dir. Public Works/on file**

**HR/on file**

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**Date:**

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### Qualifications:

- High School diploma.
- Five years of progressively responsible experience in fields/parks maintenance and construction, including supervision/coordination/oversight of others, and experience in the safe operation of heavy vehicles and equipment.
- Proven ability to plan, organize and oversee seasonal maintenance programs as well as emergency response programs.
- Proven knowledge in the operation, repair and maintenance of motor vehicles, heavy equipment and other mechanical equipment.
- Familiarity with the use, operation and maintenance of manual and powered hand tools.
- Strong interpersonal skills and effective communication skills.
- Proven understanding of turf establishment and maintenance techniques.
- Proven ability to install and maintain park and recreation equipment.
- Clean driving record.
- Satisfactory pre-employment drug test.
- Commercial Driver's License (CDL-B).

**Physical Requirements:** This position is one of physical labor primarily performed in field locations involving the operation of light and heavy hand and automotive equipment. The incumbent will be required to pass a pre-employment drug test and will be subject to random drug and alcohol testing throughout his/her employment. The incumbent must be able to:

- Stand, walk, lift, reach, bend and squat in the performance of job duties.
- Regularly work in field and job sites and tolerate exposure to dust and noise.
- Safely operate trucks and other motor vehicles.
- Sit for periods in excess of one hour while operating a heavy motor vehicle or tractor.
- Recognize the need for vehicle repairs and maintenance.
- Safely operate a variety of powered and manual hand tools and equipment requiring balance, manual dexterity and mechanical aptitude.
- Regularly lift and/or carry objects or materials weighing 25-50 pounds
- Demonstrate and maintain sufficient stamina and good health to perform strenuous physical labor.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Deal with problems involving a few concrete variables in or from standardized situations.
- Tolerate frequent exposure to extreme weather conditions including heat, cold, rain and snow for periods in excess of one hour.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

**Approved by:**

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**Last Revision Date: 10/08**

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