

**The Town of New Milford is hiring! The Town of New Milford Parks and Recreation Department is currently accepting applications for the position listed below. Qualified and interested applicants should submit a resume, cover letter, three professional references, and a completed Town of New Milford employment application to [Personnel@newmilford.org](mailto:Personnel@newmilford.org)**



## **Town of New Milford Parks & Recreation Department**

2 Pickett District Road, New Milford, CT 06776  
Telephone (860)-355-6050 – Fax (860)-355-6052

### **Job Description: Seasonal Maintainer**

**POSITION:** Seasonal Maintainer

**REPORTS TO:** Director of Programs and Events, Director of Parks and Recreation

**LOCATION:** Town of New Milford

**SEASONAL:** 40 Hours/Week

**RATE:** \$16-\$17.50/hour

#### **MISSION:**

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of parks, recreation activities and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events and programs for any and all segments of the population.

#### **GENERAL STATEMENT OF DUTIES:**

Full-Time Seasonal Park Maintainer with the Town of New Milford Parks & Recreation Department. Lawn maintenance, small equipment operation, painting, custodial duties as required.

#### **ESSENTIAL FUNCTIONS:**

- Ability to use tools, climb ladders, lift heavy materials, attend to facilities despite inclement weather, shovel snow, shovel clay and sand, clean bathrooms, and remove refuse.
- Must be familiar with the operation of push mowers, weed eaters, backpack blowers, riding mowers, two and four wheel drive vehicles including light truck, dump truck, tractor, field grooming practices and machines, aerators, top dressers, line painting machines, and any and all park maintenance equipment procured for use by the Department.
- Responsible for mowing of fields and parks and all areas relating to turf maintenance including brush-hogging, watering, over-seeding, maintenance of beaches, collection of leaves, pruning of trees, brush cutting, spraying, and mulching of trees and bushes.

- Responsible for repair of equipment, construction of boat docks and picnic tables, carpentry assignments, painting assignments, plumbing assignments, minor electrical repairs, maintenance of ice skating facilities.
- Perform safety inspections of all grounds and facilities.
- Maintain equipment including oil changes, filters, greasing, belts, sharpening of blades.
- All duties that are related to the safe, sanitary, and efficient operation of all park lands and facilities and any other duties related to the parks & Recreation Department.

**PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds.
- While performing the duties of this job, the employee regularly works outside.
- Works outside in inclement weather. The employee works near moving equipment and/or vehicles and is frequently exposed to vibration and high noise levels when operating or near the equipment. The employee may be exposed to natural occurring toxins and diseases.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

- A basic knowledge of parks and recreation maintenance procedures.
- Ability to read and interpret instructions as safety rules, procedures, operational and maintenance instructions.
- Ability and willingness to carry out assignments effectively and promptly.
- Understand directions furnished in written, oral or diagram form. To obtain additional information to clarify the direction not understood.
- Possess initiative, tact, and a professional attitude towards fellow workers and the public.
- Ability and willingness to work as an effective member of a team.
- Ability to complete minor reports.
- Ability to carry out maintenance and safety inspections.
- Willingness to complete safety instructional courses as requested by the Director.
- Willingness to obtain a chemical safety license and any and all other licenses as required by the Director.
- Must pass a pre-employment drug screening
- Must pass a physical examination
- Must pass a pre-employment background check

**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, EXPERIENCE:**

- High school diploma
- Valid Connecticut State driver's license.
- Must be 18 years of age or older.

- Must be available to work 40 hours per week, plus occasional evening and weekend overtime.

Prior experience in the areas of park maintenance, grounds keeping, landscaping, carpentry, or closely related employment areas is required.

**The Town of New Milford is an Equal Opportunity Employer.**

\_\_\_\_\_  
Seasonal Maintainer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Parks and Recreation

\_\_\_\_\_  
Date

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out property appraisal duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception								X
Standing				X	Color Distinction								X
Walking				X	Peripheral Vision								X
Sitting			X		Driving		X						
Lifting			X		<b>Physical Strength:</b>								
Carrying			X		Little Physical Effort (-10 lbs.)				X				
Pushing			X		Light Work (-20 lbs.)		X						
Pulling			X		Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)		X						
Stooping		X			<b>Environmental Conditions:</b>								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes				X				
Reaching			X		Wetness		X						
Handling				X	Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids		X						
Repetitive Motion				X	Exposure to dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.