



southburlington

VERMONT

JOB DESCRIPTION

Recreation and Parks Maintenance Worker

Last Updated 03/24/2023

Job title	Recreation and Parks Maintenance Worker
Reports to	Recreation & Parks Foreman
Classification	Non-Exempt, Full-Time
Salary	Grade A
Direct Reports	None

Job Summary

Manual work of a routine nature in performing parks and recreational facilities maintenance activities. All other work as assigned.

Essential Functions (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

Responsible for

- Performing labor as necessary to successfully complete assigned tasks.
- Performing manual tasks in assisting with all parks maintenance division projects and tasks including, but not limited to general maintenance and repair of parks and recreation facilities, mowing, tree and brush clearing, construction of new infrastructure. clearing debris, raking fields, and other parks related work.
- Operating equipment incidental to the work or task assigned. This may include power tools, lawn mowers, weed whackers, chainsaws, chippers, tractors, sidewalk plows, and other equipment, as necessary.
- Operating a snowplow, sidewalk plow, sander, and spreader. Assisting with snow and ice management activities.
- Performing janitorial and custodial duties within city parks and recreational facilities.
- Assisting recreation department during festivals and events. Responsible for setup before events and breakdown / cleanup after events.
- Working collaboratively with recreation program staff and other public works personnel as necessary.
- Availability to assist in public works related emergency work.
- Performing duties requiring independent judgment and in accordance with established safety and operational procedures.
- Ensuring time and work is accounted for on written work orders as appropriate.

- Making routine contacts with other city divisions staff within Public Works and occasional contact with the public.
- Supporting the coordination of activities between all staff and other departments within the city.
- Performing other tasks or functions as necessary to accomplish City and Department goals and objectives.

Minimum Qualifications

- High school diploma, two years of experience in parks, landscaping, or public works maintenance activities; or equivalent combination of education and experience, preferred.
- Prior experience and demonstrated competency in landscaping and ability to make repairs in park and other city buildings, preferred.
- Possession of Vermont CDL B license with tanker endorsement, or ability to obtain within six months.

Knowledge and Experience:

- Working knowledge of landscaping materials and methods and athletic field layout and maintenance.
- Demonstrated ability to operate power tools and equipment.
- Demonstrated ability to follow standard safety practices.
- Demonstrated ability to communicate both verbally and in writing.
- Demonstrated ability to establish and maintain effective working relationships and carry out verbal instructions.

Working Conditions

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Internal work may include occasional work performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

External: External work requires constant exposure to varying weather conditions while performing work at parks, highway, or other city locations. Such external work requires exposure to maintenance and construction vehicles and operations which may lead to injuries typical of such work.

Physical Demands

Work includes frequent moderate and occasionally strenuous physical effort required in performing tasks under field conditions while operating equipment and with exposure to inclement weather and a variety of hazardous conditions associated with outside and indoor maintenance activities. Physical demands may include reaching, pushing, pulling, carrying, and operating objects or tools and power equipment for repair and maintenance projects including, but not limited to landscaping tools, chainsaw, drills, etc.