



Town of Alton Job Description Parks and Recreation - Grounds and Maintenance Department Maintenance Laborer

Date: October 31, 2016

General Position Description: With supervisory direction, performs skilled and semi-skilled maintenance and repair duties in Town parks, grounds and buildings. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Works under the direct supervision of the Parks and Recreation Director.

Equipment Used: Town vehicle, sidewalk machine, zero turn mower, push mower, John Deere tractor, Kubota tractor, weed trimmer, edger, plow, snow blower, chain saw, leaf blower, dump truck, trailer, pressure washer, backhoe, ladders, cell phone, tablet, P/A system, cords, fans, air conditioners, electric tools, masonry tools, sheet rock tools, power tools, saw, gloves, boots, uniforms, ear protection, vest, goggles, safety gear, vacuum, mop bucket, mop, push broom, angle broom, dust pan, trash bags, washing machine, dryer, buckets, wet floor signs, cleaning chemicals, cleaning rags, paper towels, toilet paper, soap, plunger, rake, shovel, roof rake, ice melt, floor buffer/wax machine and other hand tools, heavy equipment and light equipment.

Environment: Inside: 30% Outside: 70%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Turf Maintenance: Mowing, weed trimming, edging, loam, stone dust, grass seed, fertilize, lime, mulch, plant flowers, water grass, leaf removal.
2. Snow Removal: Plow building parking lots and park/trail head facilities, remove snow from sidewalks, shovel building entrance ways and exits.
3. Lay out fields for sports: Set up softball fence, soccer goals, line fields.
4. Install swim markers, tennis nets, basketball nets, swings, trash cans, picnic tables, thin ice signs, USA flags on Main Street.
5. Plumbing: Install and repair fixtures, fix leaks, clogs, install irrigation lines.
6. Electrical repairs: Change ballasts, bulbs, sensors.
7. Building repairs and maintenance: Replace boards, windows, glass, doors, etc., painting, roof, shingles, siding, railings, stairs, sheetrock, trim work, sanding, staining.
8. Vehicle Maintenance: Oil change, wipers, change tires, wash vehicles, install lights, other repairs.
9. Repair heating and cooling systems at buildings.
10. Set up and take down voting booths for elections.
11. Raise and lower USA building flags as required.
12. Repair boat docks, swim dock and checks aquatherms.
13. Wind Town Hall clock weekly, change clocks for daylight savings time, change batteries in smoke detectors and carbon monoxide detectors.
14. Tree work: Cut trees, trim branches and bushes.
15. Repair concrete stairs and sidewalks.
16. Teach maintenance classes to residents.
17. Submit suggestions for budget items.

18. Repair vandalism.
19. Install surveillance equipment.
20. Operate Department vehicles and equipment.
21. Purchase supplies for Department.
22. Deliver supplies to other Town Departments.
23. Attend staff meetings.
24. Complete daily agenda.
25. Complete work orders as assigned.
26. Work cooperatively with other Town Departments.
27. Vacuum, sweep, mop, wax and polish floors.
28. Clean lavatories, wash basins and drinking fountains.
29. Empty wastebaskets and recyclables.
30. Complete daily paperwork of tasks completed.
31. Perform other duties as specified.

Support: N/A

Financial Data: N/A

Computer Operation: Tablet, Email, Internet search for supplies and equipment.

Other Functions: Strip, buff and wax floors. Paints restroom floors seasonally. Assists with IT Department in installation of electronic equipment.

Cognitive and Sensory Requirements:

- **Vision:** Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.
- **Hearing:** Necessary for receiving instructions and for safety while working.
- **Speaking:** Necessary for communicating with supervisor, employees, residents, and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating all equipment and tools associated with mechanical needs.
- **Mobility:** Needed to walk around work sites, the department, and other municipal locations, as well as other outside locations.

Other Considerations and Requirements: Work is conducted at a wide variety of locations including but not limited to Jones Field Park, Railroad Square Park, Ginny Douglas Park, Liberty Tree Park, B&M Railroad Park, Harmony Park, Monument Square, Town Hall, Gilman Library, Police Department, West Side Public Restrooms, East Side Public Restrooms, Pearson Road Community Center, Alton Bay Community Center, Parks and Recreation Building, Gilman Museum, Central, East, West and Bay Fire Stations, Highway Department, West Alton/Mt. Major Community Center, Riley Road Beach, Roberts Cove Beach, John Racine Memorial Trail, Public Swim Docks, Public Boat Docks, Town Beach, Half Moon Boat Launch, Land Bandstand, Water Bandstand, Mike Burke Trail Head, Trash Swamp-Fort Point Road Trail Head, Cotton-Hurd Brook Trail Head, Stockbridge Corner Parcel, Abednego Parcel, School Street Triangle, Dockside Hill, Dockside Triangle, Sidewalks, and Meeting House monument.

Physical Requirements:

- Lift up to 10 pounds: constantly required.
- Lift 11 to 25 pounds: constantly required.
- Lift 26 to 50 pounds: constantly required.
- Lift over 50 pounds: constantly required. Assistance may be available.
- Carry up to 10 pounds: constantly required.
- Carry 11 to 25 pounds: constantly required.
- Carry 26 to 50 pounds: constantly required.
- Carry over 50 pounds: constantly required. Assistance may be available.
- Balancing: constantly required.

Push/pull: constantly required.
Reach above shoulder height: constantly required.
Reach at shoulder height: constantly required.
Reach below shoulder height: constantly required.
Sit: one total hour per day.
Stand: seven plus hours per day.
Walk: seven plus hours per day.
Twisting: frequently required.
Bending: constantly required.
Crawling: frequently required.
Squatting: constantly required.
Kneeling: constantly required.
Crouching: frequently required.
Climbing: frequently required.
Driving: constantly required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc.):

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: frequently required.
- Fingering: constantly required. Keyboards, hand tools, vehicle and building repair work, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals, walking at site facilities.
- Toes: rarely required.
- Controls and equipment: All tools and equipment, brooms, mops, buckets, bottles, spray bottles, vacuum, shovel, hand tools, motor vehicles.

Work Surfaces:

- Rough, wet, slippery terrain
- Carpet, concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, sand, beaches, rocks, etc.
- Office area includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Rough, harsh, slippery, dangerous, uneven ground surfaces and/or areas
- Grass, dirt, gravel, mud
- Rain, snow, sleet, hail, ice and flooded areas and surfaces
- Vertical and horizontal step surfaces
- Roofs, Heights

Summary of Occupational Exposures:

- May be exposed to conditions such as fumes, noxious odors, dust, mites and hazardous chemicals.
- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids and fertilizers.
- May be exposed to long periods of unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac; and insects such as wasps, hornets, bees, etc.
- Most work occurs at Town buildings, parks and facilities.
- Travel in a motor vehicle is required.
- May be exposed to long periods of sunlight and unfavorable climatic conditions when outside.
- When inside, may be exposed to long periods of unnatural light, loud noises, office product chemicals, air conditioning, etc. May be exposed to possible bodily injury from moving mechanical parts of equipment.

Other Training, Skills and Experience Requirements: Knowledge of methods, materials and equipment used in maintenance work. Ability to follow written and oral instruction. Ability to read and write. Physical ability to perform work required. Ability to establish and maintain effective working relationships with other employees. Work requires wear of protective devices such as masks, goggles and gloves. Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Valid NH driver's license.
- High school diploma or GED.
- One-year maintenance experience.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Monday-Friday 7:00am-3:00pm. Required to work Old Home Weekend, Craft Fairs in summer and special events. Overtime for snow removal and weekend trash removal Memorial Day-Columbus Day.