

**TOWN OF STRATHAM**  
**JOB TITLE: PARKS MAINTENANCE LEAD**  
**Rev. 03/12/2024**

**BRIEF JOB DESCRIPTION:** Under the general supervision of the Public Works Director, this position is responsible for performing a variety of semi-skilled tasks in the maintenance and operation of Stratham Hill Park, surrounding Town-owned properties and other park properties. This includes but is not limited to the general maintenance, upkeep, and improvements of buildings and related structures, park grounds, open spaces, forests, recreational structures, town-owned buildings in the park, and trail system.

1. **SUPERVISION:** The Park Maintenance Lead directly reports to the Director of Public Works.
2. **EMPLOYMENT STATUS:** This is a seasonal non-exempt position to range between 24 and 32 hours per week providing coverage from April 1<sup>st</sup> thru October 31<sup>st</sup>. Hours to be determined by the Public Works Director. Some night and regular weekend work required.
3. **DUTIES AND RESPONSIBILITIES:** This position is a seasonal position within the Public Works Department and primarily performs duties in Stratham Hill Park but may also be assigned similar duties in other Town Parks and or properties as assigned. Although the position is not necessarily limited to the following, performance of these types of duties/responsibilities is required. The following is intended to be illustrative of the expected tasks/functions for the position as described:
  - 3.1. Maintain the general appearance and cleanliness of the Stratham Hill Park and surrounding Town owned properties including buildings and grounds in an appealing manner.
  - 3.2. Supervise personnel assigned to assist in the performance of their duties.
  - 3.3. Maintain the grounds including but not limited to lawns, landscaping, plantings, flowerbeds, playground equipment, fixtures, playing fields, etc. in a safe and esthetically pleasing manner. Tasks involved would include but not be limited to mowing, raking, spreading mulch, planting flowers, pruning, weeding, trimming, leaf removal, watering and fertilizing of grass, plants, and shrubs areas as necessary.
  - 3.4. Empty all trash receptacles as necessary, pick up litter, and dispose of materials appropriately.
  - 3.5. Perform or ensure an appropriate cycle of cleaning and maintenance of all buildings. Monitor and clean restrooms on a daily basis. Restrooms must be kept clean and sanitary at all times to include but not limited to cleaning the toilets, urinals, sinks, and floors daily (May- October).
  - 3.6. Monitor the equipment and building components and alert supervisor to problems, improvements, and/or preventive actions. Oversee the repair and service of all Park related equipment in coordination with department processes for the same.

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- 3.7. Maintain illumination and safety equipment associated with each building, recreational area, and/or open space.
- 3.8. Observe park happenings and monitor usage in accordance with parks rules and Town ordinances. Assist residents and visitors in understanding rules and regulations and providing reminders as needed to patrons. Report all suspicious activity to the Stratham Police Department and Parks and Recreation Director.
- 3.9. Perform routine maintenance and repairs, to include painting and general carpentry at each building.
- 3.10. Run short errands as may be required to pick up and drop off equipment and supplies.
- 3.11. Perform unexpected maintenance and repairs at Park and surrounding Town-owned properties.
- 3.12. Participate in emergency coverage protocols of the Public Works Department
- 3.13. Maintain an inventory of all supplies and equipment related to the operation of Park.
- 3.14. Order supplies and equipment as necessary in the operation of the Park in a cost effective manner within budgeted amounts.
- 3.15. Seek the advice and direction from the Director of Public Works with regard to prequalified contractors to use in the performance of repairs and/or improvements to facilities oversight.
- 3.16. Obtain, arrange, schedule, assist, and/or monitor outside contractors to perform inspections, tests, and repairs as needed in a cost effective manner.
- 3.17. Maintains records and schedules of all inspections, tests, and daily repairs performed at the Park and surrounding Town properties.
- 3.18. Assist with volunteer efforts at the Park. These efforts include but are not limited to the following:
- 3.19. At the direction of the Public Works Director serve as a liaison for large group events and rentals.
- 3.20. Ensure facility readiness for various programming as its relates the field of recreation and parks services.
- 3.21. Generally, maintain the Stratham Hill Park Trail System and participate in improvements and volunteer projects at the Direction of the Public Works Director.
- 3.22. Manage the open and forested areas of the Park and the surrounding Town properties in a

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manner that will ensure their beneficial use and enjoyment by the public and to the benefit of the Town.

- 3.23. Act to prevent personal injury from occurring on any Town property.
- 3.24. Perform other duties, as assigned, to insure the proper operation and maintenance of the Park and other surrounding Town owned properties.
- 3.25. Assist other departments with various projects as assigned.
4. **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:** The position requires a person in a wide variety of weather conditions to lift and carry objects up to 50 pounds; to have a full range of movement for reaching, climbing, and crouching; dexterity to operate standard cleaning and maintenance equipment and hand tools; ability to drive a motor vehicle and pass the medical requirements for a commercial driver's license (CDL); cognitive and sensory ability to effectively communicate with supervisor, coworkers, and the general public, and to effectively monitor and evaluate one's surroundings.
5. **SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES:** A person in this position will possess the following:
  - 5.1. Minimum of a High School diploma/G.E.D.
  - 5.2. Two to four years of professional experience in facility maintenance/management.
  - 5.3. Possession or the ability to obtain a Commercial Driver's License is desirable.
  - 5.4. Experience in lawn equipment maintenance and repair.
  - 5.5. Ability to establish and maintain effective working relationship with other town employees and the general public. Promote and maintain positive community relations as a representative of the Parks and Recreation Department
  - 5.6. Ability to follow oral and written instructions.
  - 5.7. Ability to articulate and enforce policies regarding the use of Town property while adhering to same. Demonstrated ability to use good judgment in the absence of policy directives.
  - 5.8. Must be able to work with initiative and with little or no supervision at times.
  - 5.9. Must be able to perform diverse maintenance, landscaping & programming functions as they relate to grounds maintenance and the field of recreation and parks services.
  - 5.10. Ability to identify, through observation, to communicate, and to initiate suggestions and/or options.

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- 5.11. General knowledge of and experience in electrical, mechanical, and plumbing trades are desirable.
  - 5.12. Must be alert and extremely safety conscious, and exercise caution and sound judgment when operating all equipment.
  - 5.13. Ability to prioritize and to meet deadlines.
  - 5.14. Ability to focus on many items simultaneously and/or in sequence.
6. **COMPENSATION:** Hourly range from \$20.50 to \$28.00 depending on qualifications.