

**TOWN OF STRATHAM, NEW HAMPSHIRE  
DEPARTMENT OF PUBLIC WORKS**

**JOB TITLE:** PARKS MAINTENANCE ASSISTANT

**JOB SUMMARY:** 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 all Stratham Hill Park and surrounding Town owned 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, and trail systems.

**DIRECT SUPERVISOR:** The Park Maintenance Assistant directly reports to the Director of Public Works.

**EMPLOYMENT STATUS:** This is a seasonal non-exempt position not to exceed 24 hours per week providing coverage from May 1<sup>st</sup> thru October 31<sup>st</sup>. Some night and regular weekend work required.

**DUTIES AND RESPONSIBILITIES:** 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:

- Maintain the general appearance and cleanliness of the Park and surrounding Town owned properties including buildings and grounds in an appealing manner.
- 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. This would include but not be limited to mowing, raking, spreading mulch, planting, pruning, weeding, trimming, leaf removal, and watering & cultivating ornamental planting beds.
- Assist in maintaining the Stratham Hill Park Trail System. All tree limbs and bushes should be cut back so that none are over hanging trails. Trails must be free of all debris. Fire Tower area must be mowed & maintained.
- Empty all trash receptacles as necessary, pick up litter, and dispose of materials appropriately.
- Assist with establishing & following an appropriate cycle of cleaning and maintenance of all buildings.
- Monitor and maintain rest rooms on a daily basis during designated shift. Bathrooms/portable toilets must be kept clean and sanitary at all times.
- Perform routine maintenance, repairs, and painting in and around each building.
- Perform unexpected maintenance and repairs at Park & surrounding Town owned properties.
- Perform other duties, as assigned, to insure the proper operation and maintenance of the Park and other surrounding Town owned properties.
- Remove dirt, debris, from walkways, entrances, driveways, and parking lots at the Park.
- Act to prevent immediate damage, waste or ruin to any Town property and assist in determining permanent corrective action.
- Act to prevent personal injury from occurring on any Town property.
- Assist other members of the Public Works Department with various projects as assigned.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:** This 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 stooping; dexterity to operate standard cleaning and maintenance equipment and hand tools; cognitive and sensory ability to effectively communicate with supervisor, coworkers, and the general public and to effectively monitor and evaluate one's surroundings.

Candidate must be able to pass a pre-employment physical and obtain a medical card.

**SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES:** A person in this position will possess the following:

- Minimum of a High School diploma or certificate of G.E.D.
- Ability to establish & maintain effective working relationship with other employees and the general public. Promotes & maintains positive community relations.
- Ability to follow oral & written instructions.
- Ability to articulate and enforce policies regarding the use of Town property while adhering to same. Demonstrate ability to use good judgement in the absence of policy directives.
- Must be able to work with initiative & with little or no supervision at times.
- Must be able to perform diverse maintenance, landscaping & programming functions as they relate to grounds maintenance and the field of recreation and parks services.
- Ability to identify, through observation, to communicate, and to initiate suggestions and/or options.
- Training and/or experience in electrical, mechanical, and/or plumbing trades are desirable.
- Must be alert and extremely safety conscious, and exercise caution & sound judgement when operating all equipment.
- Ability to prioritize and to meet deadlines.
- Ability to focus many items simultaneously and/or in sequence.

**Hourly Wage:** \$15.25 - \$19.14 per hour based on experience and skill set.