

TOWN OF WINDHAM

Position: Seasonal Parks and Trails Laborer Date: _____
Department: Parks and Recreation Incumbent: _____
Report To: Parks Maintenance Foreman Supervisor: _____
Term: 24 weeks between May and October (FT) Town Manager _____
(FT may include some evenings and wknds)
Classification: Non-Exempt Seasonal

General Summary:

This is a full-time seasonal position responsible for performing parks and trail maintenance tasks while following established operational and safety procedures.

Essential Functions:

- Inspects trail and park areas for safety, damages, and vandalism.
- Mows, trims trail and park areas on regular basis.
- Picks up trash on trails and in park areas when needed.
- Assists in the repair and construction of park areas and facilities.
- Uses proper safety and operational procedures when using mowers, weed trimmers, chainsaws, leaf vacuums and other tools and equipment.
- Operates the department's vehicle and rental equipment for required tasks.

Other Duties and Responsibilities:

- Performs other work as may be required in support of the Parks and Recreation Department.

Competencies:

- Ability to work independently with minimal supervision.
- Ability to communicate with Parks Foreman on condition of existing areas and in making recommendations to improve existing areas.
- Ability to interact effectively and professionally with Parks and Recreation Director, office staff, other employees, and the general public for overall effectiveness of the Windham Parks and Recreation Department.

Required Education/Experience:

- High school diploma or equivalent.
- Basic knowledge of maintenance and grounds equipment, safety procedures and techniques.
- Basic knowledge of carpentry and small engine systems.
- Successful background check required.
- Experience in performing landscaping and maintenance tasks, preferred.
- Ability to correctly follow verbal instructions and to develop and maintain effective and professional working relationships with management, other employees, and the general public.

Additional Eligibility Qualifications:

- Maine driver's license, Class C.

Working Conditions/Physical Demands:

Strenuous physical effort required; ability to perform a large range of physical activities involved in operating machinery and requiring physical dexterity, including bending, stooping, climbing, and lifting to 80 pounds. Work is performed outside in all weather conditions.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.