

Position Purpose:

This position performs all duties related to the day- to- day year- round maintenance operations of the parks and recreational facilities and grounds for the Town of Wolfeboro. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs maintenance duties at the ice arena, ski area, beaches, docks, bath houses, huts, fields, community center, parks and any other recreational facility, including grounds and/or related equipment assigned to the department.
- Assists with snow making, and preparations and cleaning up after winter carnival, triathlon events and other projects and events. Builds and maintains outside skating rink.
- Opens and closes all seasonal areas; responsibilities include installing and removing docks and skate parks, winterizing summer buildings and equipment, closing beaches and storing equipment, fall clean- up of parks, opening and closing ice area and ski area.
- Assists with the management the ski area and ice arena facilities; grooms ski area, installs and removes ice, uses Zamboni on ice surfaces, supervises rope tow, maintains equipment, supervises ticket sales for the ice arena and ski area, supervises preparation of food and food sales for ski customers and performs or oversees similar functions. When supervising, handles cashing out daily income from skiing and skating.
- Maintains inventory and orders paper and cleaning supplies. Cleans and maintains all summer and winter equipment.
- Tests water at public beach areas as mandated by the State.
- Performs winter snow removal for five Town properties; clearing roofs, plowing, shoveling, sanding and snow blowing.
- Prepares Foss Field Complex and fourteen Town properties for public use during summer months.
- Coordinates flow of locker room usage.
- Picks up and removes trash and performs grounds keeping duties such as edging, planting flowers, pruning, mowing, trimming, weeding, watering and feeding plants; assists with garden club clean up.
- Strips and waxes floors, shampoos carpets, paints, uses carpentry and other skills to make repairs to buildings, splits wood and performs a wide variety of other maintenance and repair duties.
- Assists in assigning community service jobs.
- Performs safety inspections of Town property; reports vandalism and/or makes repairs.
- Performs daily safety inspections of all equipment.
- Strictly adheres to all safety rules and regulations.
- Provides support to supervisor, director and assistant director as requested.
- May assist in training and oversight of seasonal employees by instructing, assisting and/or providing direction with assignments.
- Coordinates with other Town departments and outside contractors or agencies as necessary.
- Assists in the collection of budget information.
- Attends seminars and training sessions.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma with a minimum of six months' experience in facilities and grounds maintenance and operations. Certification in CPR, AED and Basic First Aid or the ability to obtain is required. Experience is required in winter and summer recreational areas including ice arenas, ski areas, and beaches; or any equivalent combination of education, training, and experience. Possession of a valid Class B motor vehicle license.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the equipment required to maintain the facilities and grounds of a broad recreation program within a town and the rules and regulations required to maintain a safe, secure, clean and handicap accessible environment Knowledge of maintenance and repair procedures, practices, methods and materials is required. Thorough knowledge of occupational hazards and safety precautions in assigned area is essential.

Ability: Ability to establish and maintain effective relationships with Town officials, Town employees, community groups and the general public is considered an essential function of this position. Ability to understand and follow oral and written directions is required. Good physical condition is required to perform heavy physical labor.

Skill: Strong skills in the operation and manipulation of loaders, plow trucks, snow groomers, snow mobiles, ice re-surfacing machines and other heavy automotive equipment under all weather conditions are required. Skills with parks maintenance equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites and sewer locations. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Director or designated supervisor.

Supervision Given: None

Job Environment:

- Work is performed indoors and outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather.

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- The employee is required to traverse uneven terrain and is subject to the hazards associated with working with moving mechanical parts, sharp blades, fumes, toxic or caustic chemicals, and heavy equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Work environment is often loud and at times is very loud.
- Errors could result in delay of department services, and have legal and/or financial repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.