

# Town of Wolfeboro, NH

**POSITION: Summer Maintenance Crew--Cemeteries  
Recreation**

**DEPARTMENT: Parks &**

## **GENERAL SUMMARY**

The Summer Cemetery Maintenance Crew will perform basic maintenance tasks throughout Wolfeboro's Town Cemeteries and other facilities. Working under the direction of the Maintenance Crew Leader, the Cemetery Maintenance Crew will complete projects that make Wolfeboro a more safe and beautiful place for residents and visitors alike. The Cemetery Maintenance Crew will serve in the eye of the public and we expect the highest level of Customer Service and ability to interact in a positive manner with the public. This is a seasonal position that runs from mid-May through mid-September. The position is 12-16 hours per week, 7am to 3pm on Wednesdays and Fridays.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Mowing, trimming and turf care in Wolfeboro's cemeteries and other outdoor areas.
- Basic pruning and small tree removal.
- Landscaping, weeding and planting.
- Raking, cleanup and debris removal.
- Painting buildings, benches and fences.
- Other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- High School graduate or at least 18 years of age preferred.
- 2 seasons of landscaping, trail maintenance or other outdoor work desired.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Must possess valid Driver's License with clean driving record.
- Ability to operate "push" and ride-on lawn mowers and other power equipment.
- Ability to safely operate a chainsaw.
- Ability to use a variety of hand tools such as shovels, pruners, etc...
- Basic Carpentry and Plumbing skills desired.

## **SUPERVISION EXERCISED**

## **TOOLS AND EQUIPMENT USED**

Town Vehicles, two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform a task.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and see. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 75 pounds. This position requires **heavy manual labor** for periods of up to 8 hours at a time.

Interested applicants should send resume to [parksdirector@wolfeboronh.us](mailto:parksdirector@wolfeboronh.us) or call 603-569-5639.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_