

TOWN OF YARMOUTH, MAINE
Community Services Department ~ Parks Division

SEASONAL ATHLETIC FIELDS and PARKS WORKER
Job Description

GENERAL PURPOSE

This is a part-time position which involves assisting the Parks Department with maintenance, repair, and construction of various town lands including parks, fields, and other facilities at Town schools and municipal campuses. This position also includes assisting with the maintenance and operation of parks and recreation buildings, as needed. The position will require manual labor and work in inclement weather conditions. Work is often performed independently and cooperatively with town staff.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks Superintendent.

SUPERVISION EXERCISED

This position has no responsibility for employee supervision, however, may lead and supervise volunteers as part of work groups and community service days.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains parks, lawns, gardens, trails, open spaces, and conservation lands including grass areas, garden beds, shrubs and trees.
- Operates specialized equipment and tools.
- Performs routine maintenance on lawn and power equipment.
- Assists with some custodial work such as changing light bulbs, emptying and relining trash cans, cleaning and sanitizing restrooms, cleaning drinking fountains, washing windows, walls, and equipment, cleaning rain gutters, and collecting and disposing of solid waste from buildings and grounds.
- Establishes and maintains effective working relationships.
- Paints and lays out fields.
- Operation of utility vehicles.
- Operation of infield groomers.
- Sets up fields for practices and games.
- Performs work on baseball and softball infields.
- Operation of string trimmers, hand mowers, and backpack blowers.
- Utilization of various hand tools including rakes, shovels, tamps, etc.
- Weed removal on baseball field warning tracks.
- Assists in topdressing, seeding, aeration, sodding.
- Assists in irrigation system maintenance and use.
- Performs daily equipment checks including checking oil, fueling, greasing, etc.
- Assists in winterizing fields and facilities.
- Understands the importance of and utilization of supplied personal protective equipment.
- Communicates clearly and concisely.
- Performs all duties in a positive and professional manner.
- Responds to and reports complaints and requests for information.
- Cleans and secures facilities and equipment.
- Assists with the clearing of downed and hazard trees.
- Assists in construction, installation and maintenance of benches, tables, trash barrels, etc.

PERIPHERAL DUTIES

- Occasionally assists other departments and department staff, as required.
- Professionally communicate with community groups, general public, volunteers, and Town staff.

WORK HOURS

Consistent attendance and punctuality are essential requirements of this job. Employee will work scheduled shifts that include early mornings, evenings, weekends, weekdays.

The employee should be ready to begin their job at the designated time according to the week's schedule. A typical work schedule includes 35-40 hrs/week.

Exceptions to this schedule as well as Earned Paid Leave requests must be approved by the Yarmouth Community Services Director.

In accordance with the *Fair Labor Standards Act* this position is classified as *nonexempt* meaning that pay is based on hours worked. Hours worked over 40 hours in a week will be compensated at 1.5 times the employee's regular pay. All overtime must be approved in advance by the Department Director.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in landscaping, custodial maintenance, or related field; or
- (B) One season of related landscaping and/or maintenance work; or
- (C) Any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent oral and written communication skills.
- Ability to perform lanscape and garden maintenance.
- Basic skills in operating power and hand tools safely.
- Ability to perform manual labor for extended periods and under unfavorable weather conditions.
- Ability to follow oral and written instructions.
- Ability to professionally communicate with community groups, general public, volunteers, and Town staff.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Carpentry, vehicle and trailer maintenance and repair, powered equipment operation and repair, landscaping equipment, chain saws, various mowers and bush hogs, and principles and practices of parks and recreation, athletic field, or landscape maintenance.
- Knowledge of field and/or landscape best practices, processes, materials, tools and equipment.

SPECIAL REQUIREMENTS

- Work scheduled shifts that include early mornings, evenings, weekends, weekdays.
- Walk long distances on parks and athletic facilities and work in inclement weather.
- Lift up to 50 lbs.
- Possession of a valid Motor Vehicle Operator's License, valid in the United States. If Maine resident must have or be able to obtain a Maine license within 30 days.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including 1-ton dump truck, pickup trucks, ATV/RTV, mowers, blowers, weedwhackers, walk-behind landscape equipment, common hand and power tools, shovels, landscape and maintenance tools, mobile radio, phone, and any other job-related equipment.

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 sit and talk or hear. The employee is often required to walk and hike; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is often required to sit, climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must occasionally lift and/or move up to 50 pounds and lift/move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from moderate to loud, and at times, moderately quiet. The employee will perform work in a normal office setting and in all weather conditions throughout the year. Job duties change from indoors to outdoors and employee will be subject to extremes of temperature, odor, etc

The duties listed above 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.

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The 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.  
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I have reviewed and understand the Seasonal Athletic Fields and Parks Worker job description and believe it to be accurate and complete. I understand that the Yarmouth Community Services department and/or Town Manager of The Town of Yarmouth retain the right to change the Job Description as it deems necessary. I will follow and adhere to my Job Description to the best of my ability.

Employee Name (printed)

Employee Signature

Date

**The Town of Yarmouth is an Equal Opportunity Employer
Effective March 1, 2023**