

Town of Exeter, New Hampshire
Position Description

Position Title: **Parks Laborer**
Reports To: Director of Parks & Recreation

Department: Parks & Recreation, # 504
Date: August 16, 2021

GENERAL SUMMARY:

Under the supervision of the Director of Parks & Recreation, duties include construction, repairing, cleaning, and maintenance of parks and other facilities. May serve as a lead worker for a crew of part-time maintenance personnel. Assists skilled trade workers in complex plumbing, electrical, carpentry, horticulture, and other trade work.

ESSENTIAL JOB FUNCTIONS*:

- Works under the general supervision of a working foreman of Parks who assigns work and provides detailed and specific instructions on usual or complex projects; work may be reviewed in progress or upon completion for compliance with instructions and established procedures.
- Drives department light trucks and other equipment.
- Maintains and makes minor adjustments to equipment, if needed.
- Performs, under supervision, skilled labor in connection with the general and specific upkeep and maintenance of facilities & grounds, including sports fields, an outdoor pool, historic cemeteries, a recreation building, and other recreational areas.
- Performs ordinary protective service on facilities and recreational areas and in the care of tools and equipment.

OTHER DUTIES AND RESPONSIBILITIES:

- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Completion of high school diploma preferred but not required. Up to three months of related experience in construction, repairing, cleaning, and maintenance of parks and other facilities desired.

Experience in the care of grounds, horticultural best practices, and building maintenance is helpful.

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Must have a valid New Hampshire State Driver's license and a good driving record.

Ability to follow oral and written instructions.

Ability to perform heavy manual labor under varying weather conditions.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES (Continued)

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with other employees and the general public.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed outdoors and is exposed to extreme weather conditions, noise, and odors.

Continuous walking, standing, climbing, frequent periods requiring sustained uncomfortable physical positions.

Ability to lift, carry, and position heavy objects utilizing proper body mechanics and techniques.

Operates equipment that causes loud noise levels and high vibrations.

Exercises caution when operating heavy equipment.

The above statements are intended to describe the general nature and 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.

***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.**