

**Town of Sandwich
Recreation Department
Job Description**

Facilities & Grounds Maintenance Staff

Definition:

The Seasonal Facilities and Grounds Maintenance Staff is responsible for the overall maintenance and care of the Town of Sandwich recreational facilities, including but not limited to general maintenance duties, assisting with construction projects, cleaning recreational grounds, playgrounds, parks, museums, beaches and buildings, operating town vehicles, commercial mowers, small landscape related equipment and assisting with special functions.

Supervision:

Employee will receive general guidance from the Town's Facilities Director, Recreation Director, and Assistant Recreation Director.

Job 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.

While performing the duties of this job, the employee will work in outside weather conditions. The employee may be exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud when in the field.

Essential Functions:

- Responsible and accountable for general maintenance, cleanup duties and safety checks associated with various recreational properties and facilities.
- Operate light vehicles, commercial mowers, small grass cutting/hedge trimming machinery, power tools, beach rake machinery, radio communications equipment and other specialized seasonal maintenance equipment assigned by the supervisor in accordance with town's policies and procedures.
- Responsible and accountable for providing general information to the public and assisting them with their concerns and complaints when possible.
- Assist with construction and landscape projects.
- Ability to troubleshoot and problem solve while working in the field.
- Move supplies, picnic tables and equipment as directed.
- Clean and maintain washrooms, toilets, showers and other public use areas.
- Collect and dispose of garbage and litter as directed.
- Report any violation of town rules/regulations on or in relationship to town property to your supervisor
- Assist with setup, tear-down and the operation of special events and functions.
- Setting up seasonal operations as directed (i.e. clearing trails, cleaning equipment, trail and facility signage, and setting up sports fields)

- Perform light carpentry tasks including painting and minor repairs.
- Will perform his/her duties and ensure that assigned employees/volunteers work in accordance with the Town's Safety Policy and Procedures ,as well as, the Occupational Health and Safety Act, including all applicable regulations.
- Perform other related duties as directed.
- Must be able to collaborate and cooperate with other town/school departments and personnel.
- Must be able to move freely around large campus and over rough terrain.

Recommended Minimum Qualifications:

- Capacity to work both independently and in a team environment.
- Ability to adapt to the daily challenges associated with a busy work environment.
- Excellent communication and customer service skills.
- Ability to work in a variety of weather conditions.
- Strong problem solving, conflict management and organizational skills
- Ability to develop, foster and sustain effective working relationships, provide leadership and direction to other town employees.
- Build, foster and sustain a positive public image.
- Capacity to operate a variety of landscape and park maintenance equipment.
- Capable of lifting equipment, tables and a variety of heavy objects.
- Strong organizational skills.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- POSITIVE ATTITUDE!!

Necessary Knowledge, Ability and Skills:

CPR/Fist Aid Certification – (recommended)
 Maintain open lines of communication with others
 Enforces rules in a professional manner
 Handles volatile situations with professionalism

Physical Requirements:

Maintains own good physical condition, good vision and auditory skills,
 Ability to move and maintain all equipment

