

**Position Purpose:**

Performs supervisory and administrative work in the maintenance of cemeteries, athletic fields, common areas, memorial area, parks, and town buildings. 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.)*

- Maintains cemeteries, mowing, clean-up, maintains cemetery lots and roads. Locates lots for burials.
- Maintains grounds and green areas on all Town properties.
- Participates in the snow removal operations of the Public Works Department. Plows snow and operates sanding equipment.
- Participates in roadside mowing operations.
- Maintains fleet of equipment for proper operations
- Purchases turf care products, replacement equipment, and playground surfacing materials, ground maintenance products and building maintenance materials.
- Prepares budgets and manages expenses. Develops priorities and sets up job assignments.
- Performs duties of subordinates as required.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High school diploma; five years of progressively responsible experience in the maintenance of parks, recreational fields, and cemeteries, including supervisory experience; or an equivalent combination of education and experience. Must possess a valid Commercial Driver's License (CDL) Class B, Hoisting Class 2B, 4G and OSHA 10.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of the materials, methods, and techniques relative to public works projects and issues. Thorough knowledge of the materials, methods, and techniques relative to grounds and maintenance. Knowledge of snow and ice control techniques and practices. Technical and practical knowledge of the materials, methods and techniques required in field maintenance. Knowledge of irrigation and drainage systems. Knowledge of maintenance of machinery, equipment and tools and knowledge of purchasing procedures.

*Ability:* Ability to program and schedule activities on a long-term and short-term basis and estimate job and productivity levels necessary to complete tasks. Ability to deal effectively and diplomatically with the general public and other town employees. Ability to supervise, train and evaluate staff and the ability to plan and communicate effectively.

*Skill:* Excellent oral and written communication skills. Ground maintenance skills and basic budgetary skills.

**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*

While performing the duties of this job, minimum physical effort is required to perform administrative duties. Field work requires moderate effort. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment, stoop, and bend. 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 various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

*Supervision Received:* Works under the administrative direction of the Public Works Superintendent and DPW Foreman; performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of building codes and other regulations.

*Supervision Given:* Supervises full-time and seasonal employees.

**Job Environment:**

- Administrative work is performed under typical office conditions; regular field work is performed with some exposure to variable weather conditions, loud noise and near moving mechanical parts. The employee is on-call to respond to DPW-related emergencies.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment, and an automobile, light trucks, heavy equipment and hand and power tools.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with the recreation department and vendors and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential information, including bid documents.
- Errors could result in injury to others, damage to buildings and/or equipment, delay, or loss of service, and monetary loss.

*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.*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***