

**BARTLETT ATHLETIC & RECREATION ASSOCIATION
BARTLETT RECREATION DEPARTMENT**

PO Box 363

BARTLETT, NH 03812

PHONE: (603)374-1952 FAX: (603)374-1941

EMAIL: BARTLETTREC@GMAIL.COM

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FACE BOOK BARTLETT REC BARA

INSTAGRAM BARTLETTRECBARA

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Bartlett Recreation Department
Groundskeeper Maintenance Worker
Job Description

Definition

Responsible for the cleaning, maintenance, and repair of the outdoor Morrell Family Community Complex located in Bartlett, NH. Part time seasonal work April/May to Late Fall, weather dependent approximately 20 hours a week. May involve coordination of volunteers to help with tasks. Must be minimum of 18 years old.

Essential Functions

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

- Participates in the routine maintenance and repair of walking trails, fitness equipment, mountain bike trail, community gardens, common areas and buildings.
- Operates various mechanical equipment, such as a UTV, lawn mower, weed wacker, backpack blower, tractor, wood splitter, chainsaw, and other light equipment.
- Using the UTV, performs daily inspection of the ¾ mile walking trail, 3 bridges and 10 fitness stations. Remove any leaves, fallen limbs and tripping hazards. Repair any minor erosion and potholes.
- Walk the mountain bike trail daily and remove any fallen limbs and trip hazards.
- Ensure pavilion, porta potty and general ground are clean and free of litter, etc. daily.
- Weekly or as needed, mow grass and weed wack around the garden beds and other structures.
- Provides for the routine maintenance and repair of buildings, facilities, grounds and vehicles. Performs minor carpentry and painting tasks on storage building and brook crossings.
- Keeps firewood kiosk filled, record sales and collect money as schedule allows. Notifies supervisor when firewood stockpile is running low.

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- Performs a variety of related duties as required.

Supervision Received

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments without specific instruction and often determines work methods. The supervisor provides additional, specific instruction for new or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions and may speak on the behalf of the supervisor as needed.

Accountability

The nature of work means that errors can be easily detected, usually by the employee. Consequences of errors and poor judgement may include delay or loss of service, or monetary loss. When operating equipment, poor judgement could lead to damage to building and equipment or injury.

Judgement

In most cases, the work involves numerous standardized practices, procedures or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity

Relationships are primarily with facilities participants and volunteers. The frequent contact with the public needing to resolve issues and complaints. Courtesy and tact are required.

Education and Experience

Driver's license is required. High School diploma or equivalent and one to three years' experience in landscaping and repair and maintenance of facilities, buildings, or any equivalent combination. Experience in, carpentry, small engine repair, and or other trade skills is preferred.

Knowledge, Ability and Skills

Knowledge: Knowledge of the operations and maintenance of recreation facilities. Knowledge of safety procedures. Knowledge of gardening is preferred.

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Abilities: Ability to work with power and hand tools. Ability to work independently. Ability to apply best practices and in a work safe manner.

Skills: Communication, interpersonal and math skills. Mechanical skill and skill in operating specialized equipment such as tractor/backhoe, and zero turn mower. Gardening knowledge and experience is preferred.

Work Environment

Working conditions involve machine or related noise or combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work. Incumbent may be required to work beyond normal business hours in response to emergency situations.

Physical, Motor and Visual Skills

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level. Must be able to lift 50 to 75 lbs.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands are for analytical purposes as well as for proper and safe operation and judgement in the use of mechanical equipment and tools.