

Position Description

Job Title:	Lead Parks Maintenance Technician	Reports To:	Parks & Facilities Manager		
Department:	Public Works	Division:	Parks	Date:	March 2026
FLSA Status:	Non-Exempt	Pay Grade:	I	FTE:	1.0

General Job Summary

Under the general direction of the Parks & Facilities Manager, this position is responsible for assisting in leading the work in the daily field operations and participating in maintaining the Town's parks, grounds, and facilities.

Duties and Responsibilities		Estimated % of Time
1.	Lead Functions. Assist with leading, training, and overseeing the day-to-day work of full-time, part-time, seasonal, and temporary park field employees. Assist with completing and assigning work orders in accordance with the designated work order process. Provide assistance with coordinating and scheduling weekend and holiday shift rotations. Schedule, coordinate, and communicate field work with contractors and third-party entities.	20%
2.	Maintenance of Park Facilities/Equipment/Furnishings. Open and clean parks and park facilities. Assist with repairing, installing, and maintaining park furniture, fixtures, infrastructure, and playground equipment. Maintain and repair park accesses, roads, trails, pedestrian systems, walkways and parking lots.	20%
3.	Grounds Maintenance. Assist with turf mowing and maintenance, applications of non-regulated herbicides and fertilizers, and park improvements such as grading, leveling, and seeding. Maintain Town flowerbeds and landscaped areas. Assist with sports field maintenance, markings, setups, and preparations.	20%
4.	Forestry Maintenance. Assist with Town tree and shrub care including trimming, plantings, and removals. Identify, treat, and dispose of invasive species. Assist with maintaining a comprehensive inventory of all public trees utilizing GIS. Evaluate street and park trees to determine needs for planting, pruning, removal, and insect/disease control.	15%
5.	Assist with Parks & Recreation Programs/Events. Assist with coordination, setup, and event support for parks and recreation programs and events.	15%
6.	Winter Maintenance. Snow removal for public access to parks and facilities, sidewalks, trails, pedestrian systems, and streets and/or parking areas. Establish, maintain and repair ice rinks.	10%

Perform additional duties as assigned and attend the Town required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the Town or governmental authority.

Formal Supervision Exercised Over:

None

Functional Supervision Exercised Over:

2 - Parks Maintenance Technicians and/or Sr. Technicians
Approximately 11 seasonal employees each summer for maintenance and recreation

Required Minimum Qualifications

Education & Experience

- Must be at least eighteen (18) years of age
- High school diploma or equivalent
- 4 years of full time increasingly responsible experience in public or private parks, facilities, grounds, or related field
- Possess and maintain valid driver’s license

Knowledge, Skills, and Abilities

- Ability to organize, direct, and/or train others, including the ability to act in a lead worker capacity.
- Ability to perform the responsibilities of the Parks Maintenance Technician position.
- Ability to follow specific instructions and respond to simple requests from others.
- Ability to work independently and collaboratively.
- Ability to plan, prioritize, and complete multiple work assignments accurately and on schedule, with minimal supervision.
- Literacy in English with the ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and to effectively communicate with the public, contractors and customers.
- Ability to use functional reasoning and apply rational judgment in performing work activities.
- Working knowledge of the methods, materials, tools, equipment used in parks, facilities, grounds and construction and maintenance work.
- Proficiency with a computer and Microsoft Office products including Word, Excel, and Outlook as well as ESRI- based applications for data collection and processing.

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

Operate lawn mowers, ATV’s, tractors, loader, skid steer, chain saws, chipper and chipper truck, plow trucks, 1-ton dump truck, snow blowers, and hand tools. General office equipment including computer, tablet, telephone, calculator, copier, printer/scanner, general survey equipment including GPS, data collector, and various hand tools. Microsoft Word, Microsoft Excel, PowerPoint, Outlook, Adobe PDF, and ESRI-based applications.

Working Conditions

Normal winter hours for this position are approximately early November – early March, Monday – Thursday 6:30 am – 3:00 pm and Friday 6:30 am – 12:30 pm. Normal summer hours are approximately early March – early November, Monday – Thursday 6:00 am – 3:00 pm and Friday 6:00 am – 10:00 am. This position may

work Saturdays and Sundays cleaning parks or for special events. In addition, this position may be on a 24-hour call rotation and is required to report to Town Hall within 60 minutes of receiving a call. Some duties require employee to work in extreme temperatures; odors, toxic agents, noise, vibrations, machinery, traffic hazards, or dust.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

Coordinate eyes, hands, feet and limbs in performing highly skilled movements such as equipment operation. Frequently carry/lift 10-25 lbs and occasionally lift and/or move up to 50 lbs. Work involves some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

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.