

Town of Easton

Park and Recreation Department

POSITION: Parks and Recreation Maintenance Assistant

OVERVIEW: The Easton Parks and Recreation Department is a full-service recreation department encompassing many facilities such as a skate park, multi-purpose playing fields, tennis courts, pavilions, as well as neighborhood, passive and active parks. Programs and activities are offered to a diverse population and include active and passive activities for all ages.

MINIMUM QUALIFICATIONS: High School Diploma or G.E.D. Applicant must be able to perform physical labor outdoors in all types of weather.

POSITION LOCATION: Town of Easton, 14 S. Harrison Street, Easton, MD 21601

DUTIES & EXAMPLES OF WORK:

1. Work cordially with all patrons and fellow employees.
2. Assists with park programming.
3. Assists in maintaining all facilities and outdoor sites in a safe and sanitary condition.
4. Assists in maintaining all facilities in a functional condition including routine and preventative maintenance for all machinery, equipment and supplies.
5. Assists in mailings, agendas, correspondence, etc.
6. Performs minor repairs.
7. Conduct routine and preventative maintenance on all machinery, equipment and supplies at all sites.
8. Maintain sports fields, playgrounds, picnic areas and walking/biking paths.
9. Exposure to inclement weather, outdoor work is required. Exposure to all types of weather.
10. Perform other duties as required.

REQUIRED SKILLS:

1. Ability to work, follow directions and communicate efficiently and effectively in both an oral and written manor.
2. Ability to identify and accurately solve potential problems in the parks.
3. Must take and pass routine drug screening.
4. Ability to operate machinery such as: light to medium trucks, gator, sand pro, lawn mower, weed eater.
5. Ability to lift and carry up to 75 lbs.
6. Must have and maintain a valid U.S. driver's license.
7. Business-like appearance and attitude: Ability to assist Town personnel and the general public in a professional and courteous manner.
8. Ability to maintain records, plan, schedule time and materials for assigned projects.

- 9. Knowledge of traffic regulations of the State of Maryland and safe operation limits of various types of automotive equipment approved for operation.
- 10. Must be able to work flexible hours.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be exhaustive of all responsibilities, duties and skills required of the employee.

I have read and understand the duties outlined in my job description.

Signature

Date