

**TOWN OF BRIDGTON**  
**PARKS AND CEMETERY DIVISION**

**POSITION NARRATIVE:**

This is a full-time, 40-hour per week, non-exempt, position with overtime as required. Schedule may vary according to the needs of the department in different seasons. Work involves light carpentry and general repairs to facilities and grounds, grounds maintenance, cleaning of buildings and bathrooms, painting, snow plowing and removal with both small trucks and large equipment, work with chemical solvents for cleaning, small machine operation, placing and removing flags during holidays and driving a pick-up truck. Duties include the performance of manual labor tasks in connection with small trucks/equipment.

**LEVELS OF AUTHORITY AND DECISION MAKING:**

X ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

\_\_\_ DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

\_\_\_ DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

**SUPERVISION:**

This position is supervised by the Public Services Director.

**EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)**

Clean Town Hall and beach bathrooms.

Build signs for Parks.

Prepare ballfields; mow field areas.

Prepare parks; rake, mow, mulch.

Prepare beaches; rake; pick up debris and trash.

Maintain buildings; light repairs, carpentry, painting, electrical and plumbing not requiring a licensed person.

Snow plowing and removal at Municipal Complex, Town Hall, and Ice Rink with smaller vehicles and equipment.

Operate larger snow plowing and removal equipment as assigned throughout the town.

**EXAMPLES OF WORK (continued)**

Put up and take down flags for holidays

Decorate Town for holiday seasons.

Cutting wood with chainsaw; splitting with splitter.

Serves as call-out person for Parks and other Municipal Buildings.

Taking on other work tasks as assigned.

**SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:**

Knowledge of general carpentry, plumbing, electrical and custodial work, small engine operation. Knowledge of how to safely handle chemical solvents. Ability to interact with public. Ability to read, understand and carry out both oral and written instructions with minimal supervision.

The ability to work in cold condition outside; as directed.

The ability to complete the cleaning and care of floors in municipal buildings.

General indoor maintenance.

The ability to rake and mulch parks in spring.

The ability to operate tractor, mower and trimmers.

The ability rake and clean beach areas; clean outhouses.

The ability to lift, push and pull 50lbs.

The ability to operate equipment; chainsaw, compound miter saw, skill saw, compressor, wood splitter in a safe and productive manner.

The ability to climb a ladder and work safely from that position.

A valid Maine operator's Class B license.

**DESIRABLE EXPERIENCE AND TRAINING:**

General handy person experience is ideal.

Small engine knowledge.

**NECESSARY SPECIAL REQUIREMENTS:**

Possess a class B Maine Driver's License. This is required or must be obtained within the 6 month probation period and must be maintained for employment with the Town.

August 2002

Revised: July 2006, June 2007, October 2009, May 2, 2013