

## **Town of Saugus Job Description**

**Job Title:** PARKS DEPARTMENT- Jr. Superintendent

**Department:** Youth and Recreation/Department of Public Works

**Reports To:** Y&R Dept. Head

### **SUMMARY OF JOB**

Must be able to do a variety of skilled and semi-skilled tasks in the maintenance, repair and care of Parks and Fields. Should be able to operate saws, spray equipment, miscellaneous tools and equipment. Work with others in the care of recreation areas, parks, playgrounds and athletic fields. Employee must be able to follow instruction and carry out instructions from Supervisor.

### **ESSENTIAL DUTIES AND JOB RESPONSIBILITIES**

Pick up Debris, Clean various areas, empty trash; clean bathroom, remove graffiti and debris; cut grass and weed whack areas, lawn and flower watering, sweeping; post informational materials; and all other activities required to maintain the playgrounds and fields.

Act as an overall ambassador to the areas to assure they are maintained and are properly used and cared for.

Arrange to obtain equipment from DPW or Building Maintenance, for any of the duties required for this position.

Make sure that scooters, skateboards and similar items are not used on the playgrounds or fields. Make sure people who use the facilities do so in a respectful manner. If persons are using the facilities in an improper manner or they use items in the area that are prohibited, advise them to stop this activity. If the activity persists contact Police department directly and advise them of the issue.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High School Degree, GED or equivalent combination of education and experience.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is required regularly to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works near moving mechanical parts; in high precarious places; in outside weather conditions; and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation and vibration.

The noise level in the work environment is usually moderate.