

TOWN OF TOPSFIELD
PARKS AND CEMETERY – LABORER/EQUIPMENT OPERATOR
JOB DESCRIPTION

Position Purpose:

The purpose of this position is to conduct manual work as a lead person in the construction, grounds keeping, field maintenance and repair projects for the Park and Cemetery Department; all other work as required.

Supervision:

Supervision Scope: Performs varied duties following clearly prescribed procedures. Requires a moderate measure of responsibility and judgment in determining method of completion.

Supervision Received: Works under direct supervision.

Supervision Given: Supervises part-time seasonal employees in a participatory manner.

Job Environment:

Frequent and extended periods of outside work under variable weather conditions, near hazards associated with construction sites.

Operates an automobile, riding lawn mowers, light and heavy equipment, backhoe, tractors, dump trucks, hand/power/pneumatic tools and lawn care equipment such as mowers.

Interacts frequently with other Town departments and occasionally with the general public. Communication is generally in person and involves an information exchange dialogue.

Errors could result in delay or loss of service, and personal injury to self and/or others, and damage to equipment.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Maintains town grounds, cemeteries, and recreation areas. Responsible for mowing town grounds using a variety of mowers. Performs clean-up operations including leaf removal using rakes, gas powered blowers and leaf vac. Performs various landscaping jobs including seeding, grading and mulching.

Applies pesticides, fertilizers and herbicides to Town grounds.

Performs tree work including cutting trees and brush using power tools such as chain saws, and wood chippers; plants trees and provides ground support for the bucket truck operator.

Performs roadside maintenance work such as raking and brush cutting. Picks up and disposes of tree limbs and debris from tree removal and pruning operations.

Removes sod and loam for grave digging; fills and covers graves.

Assists with the installation and repair of foundations, the erection and moving of monuments, the construction of facilities, and the placing of granite markers for identification purposes.

Responds to snow emergencies to shovel and remove snow and ice from walkways, steps and pavements; assists equipment operators in plowing, sanding and/or salting operations.

Follows safety precautions and rules at all times.

Operates, maintains and performs minor repairs on Parks equipment such as leaf blower, mowers, tractor with broom, roller and snowplow attachments, hand mower, plucker, and one-ton dump truck. As necessary, operates tractor to roll ball fields.

As directed, coordinates with other Town and School departments in regard to preparation, maintenance and utilization of fields.

Requisitions supplies and materials; participates in budget formulation including recommendations of needed equipment, materials, and supplies.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's degree in landscaping, horticulture, arboriculture, turf maintenance and three years related experience or any combination of education, training and experience in these areas.

Special Requirements:

Class D driver license

Hoisting Engineer License 2B

Knowledge, Ability and Skill:

Knowledge: Working knowledge of and experience in the hazards and safety precautions involved in the work performed. Knowledge of the practices, materials, tools, and equipment commonly used in the maintenance of grounds, cemeteries, turf and sport field maintenance.

Ability: Ability to lead a crew of laborers; ability to delegate responsibilities to the crew. Ability to prioritize tasks and be flexible based on weather, size of crew, time constraints, and unforeseen events. Ability to understand and follow oral and written instructions. Ability to operate power hand tools. Ability to work effectively under time constraints to meet deadlines. Ability to communicate effectively with crew, the general public and department supervisors.

Skill: Skill in all of the above-mentioned tools and equipment. Basic skill in utilizing computer and navigating internet for accessing web-based training programs required by the State; such as the ethics training program.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly lifts and/or moves objects weighing 100 pounds or more such as tools/equipment, supplies and construction objects. Accesses all levels of a construction site/building/structure, traverses uneven terrain, climbs a ladder, and enters and exits from vehicles. Manually operates all tools and vehicle controls. Climbs, balances, stoops, kneels, crouches, and crawls. May spend the whole or a large portion of shift walking and standing. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges.

(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.)

Approved October 2019

**Parks & Cemetery Superintendent
Town Administrator**