

TOWN OF LITTLETON
PARKS, RECREATION & COMMUNITY EDUCATION

Maintenance Technician

Position Purpose:

The purpose of this position is to perform maintenance and janitorial duties in assisting the Parks, Recreation and Community Education Supervisory Staff in maintaining the operations of comprehensive indoor and outdoor community recreational and enrichment programs for all Town residents; all other related work as required including janitorial duties within multiple divisions of the department. The Maintenance Technician is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs duties requiring considerable judgment and initiative. Develops task requirements independently and monitors their own job performances and coordination to ensure projects are complete in conjunction with PRCE Director, Assistant Director, Program Specialist(s) and support staff including seasonal management.

Supervision Received: Works under the direction of the Camp Director and Parks, Recreation and Community Education Program Specialists; the employee functions somewhat independently referring matters to their supervisors where clarification assistance is required and/or needed. The position is subject to review and evaluation according to the town's personnel policies.

Supervision Given: None.

Job Environment:

Work is performed under atypical conditions in the field; work environment is moderately noisy, with frequent interruptions. Seasonally will perform duties and work in outside conditions where air temperature and conditions may fluctuate; may have occasional exposure to inclement weather and high levels of noise while working at program, swim and camp sites.

Regularly operates machinery, cleaning products, and the like. Will experience frequent exposure to chemicals necessary for janitorial duties.

Interacts frequently with town residents, department staff and volunteers as well as other town departments. Contacts are in person, by telephone, in writing and involve an information exchange dialogue.

Errors in judgment may result in significant delay or loss of services, poor public relations, destruction of town-owned property, and may constitute adverse legal ramifications.

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.)

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Operates at any and all necessary town programs to maintain cleanliness, organization, and functionality for all employees and participants.

Regular attendance and punctuality at the workplace is required.

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

Any other duties as assigned by supervisors.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma or GED Equivalent; must be 16 ½ years of age and have valid MA Driver's License.

Special Requirements:

Valid American Red Cross and/or American Heart Association CPR/First Aid Certification. Must pass CORI background check.

Knowledge, Ability and Skill:

Knowledge: General knowledge of maintenance and janitorial procedures.

Ability: Able to communicate effectively and efficiently verbally and in writing at all times. Ability to deal tactfully, patiently and appropriately with a variety of people including children. Ability to work effectively under time constraints to meet deadlines.

Skill: Skill in all of the above listed tools and equipment. Excellent customer service skills.

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. Lifts/moves objects weighing up to 50 pounds, files, and types on a keyboard at a moderate speed; communicates verbally and in writing; manually operates all equipment including janitorial/cleaning equipment; vision at or correctable to normal.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)