

POSITION DESCRIPTION

City of Brewer

Class Title: Parks/Cemeteries Technician

Department: Parks & Recreation

Grade Number: Operative wage scale: D-hourly

Date: March 12, 2025

Location: Ferris Community Center

GENERAL PURPOSE

Performs a variety of semi-skilled tasks in the maintenance and operation of City parks, cemeteries, playgrounds, skating areas, athletic fields, municipal auditorium, and other facilities.

SUPERVISION RECEIVED: Works under the direct supervision of the Parks/Cemetery Supervisor, but must be able to exercise professional judgment and initiative in completing assigned tasks.

SUPERVISION EXERCISED: May supervise part-time or seasonal workers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the maintenance and care of parks, cemeteries, waterfront trail, and recreational facilities, including mowing, trimming, planting, and general upkeep.
- Operates and maintains a variety of equipment, including tractors, mowers, snowblowers, and small power tools.
- Assists with maintaining outdoor recreational facilities, such as Children's Garden, playgrounds, and basketball courts.
- Prepares and maintains athletic fields for scheduled events.
- Assists in maintaining outdoor skating rinks, including ice making, snow removal, and supervision.
- Locates, marks, and prepares cemetery lots for burials, assists with interments, and provides assistance to the public in locating gravesites.
- Performs light carpentry, painting, and repair work on park structures and facilities.
- Assists in the construction of new park or cemetery features.
- Ensures that tools and equipment are properly maintained and in good working condition.
- Provides building supervision as assigned, ensuring security and proper use of municipal facilities.
- Assists with event coverage, including setting up and taking down equipment, directing visitors, and maintaining facilities during events.
- Provides assistance in maintaining and updating cemetery records.
- Assists in monitoring and maintaining the municipal swimming pool, including water chemistry testing and filtration system maintenance.
- Responds to public inquiries and provides information as needed.

PERIPHERAL DUTIES:

- Assists in setting up and taking down equipment for various programs and events.
- Opens and closes facilities as needed.
- Serves as a member of various employee committees as assigned.
- Performs other duties as assigned by the Parks/Cemetery Foreman or Supervisor.

DESIRED MINIMUM QUALIFICATIONS: SPECIAL REQUIREMENTS: (A) Graduation from high school or GED equivalent, and (B) Experience in maintenance or repair work, preferably within a parks or cemetery system, or (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

(A) Knowledge of tools, equipment, materials, and techniques used in groundskeeping and maintenance. (B) Ability to operate light and heavy maintenance equipment. (C) Ability to work independently and complete tasks efficiently; ability to lift heavy objects and perform strenuous labor under various weather conditions. (D) Ability to follow written and verbal instructions; ability to communicate effectively with coworkers and the public.

SPECIAL REQUIREMENTS:

- Valid state of Maine driver's license or ability to obtain one.
- Herbicide applicator's license and Commercial Driver's License endorsement are desirable.

TOOLS AND EQUIPMENT USED:

- Pickup truck, tractors, mowers, chain saws, trimmers, snowplows, irrigation systems, power and hand tools, swimming pool filtration equipment, and related maintenance tools.

PHYSICAL DEMANDS:

- Regularly required to stand, walk, reach, climb, kneel, and lift objects up to 50 pounds, occasionally over 100 pounds.
- Requires vision abilities including close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- Work is performed in outdoor conditions with exposure to weather extremes, noise, chemicals, and heavy machinery.
- Occasionally works in high places or near electrical hazards.

SELECTION GUIDELINES:

- Formal application, evaluation of education and experience, interview, reference check, pre-employment drug screening, and job-related tests may be required.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific duties does not exclude them from the position if they are similar, related, or a logical assignment to the job.

The job description does not constitute an employment agreement and is subject to change based on the needs of the employer.

Approval: _____

Approval: _____

Supervisor:

Appointing Authority:

Effective Date: March 2025 Revision History: March 2025 – Initial drafting of description