



125 main st
Littleton NH, 03561

POSITION: Assistant Groundskeeper
REPORTS TO: Parks and Recreation Director

CATEGORY: SEASONAL
FLSA STATUS: NON-EXEMPT

Job Description: Assistant Groundskeeper

Duties:

- Reports to Parks Superintendent
- Follows all safety procedures
- Prepare daily time sheets
- Responsible and accountable for general maintenance, cleanup duties and safety checks associated with various Township owned lands and facilities.
- Operate light vehicles, large mowers, tractors, small grass cutting/hedge trimming machinery, power tools, radio communications equipment and other specialized seasonal maintenance equipment assigned by the Supervisor in accordance with Township policies and procedures.
- Responsible and accountable for providing general information to the public and assisting with their concerns and complaints when possible.
- Assist with construction and landscape projects.
- Move supplies, picnic tables and equipment as directed.
- Clean washrooms, vault toilets, showers and other public use areas.
- Collect and dispose of garbage and litter as directed. h. Report any violation of Township rules/regulations on or in relationship to Township property to your supervisor.

Knowledge/Abilities

- Knowledge of small machinery use
- General first aid preparedness.
- CPR certified.
- Maintain order and discipline and enforce safety measures.
- Follow written and oral instructions.

- Establish and maintain effective working relationships with supervisors, associates, and general public.

Position Working Conditions/physical demands (includes but not limited to:)

- Constant noise
- Varied weather conditions
- Environment: Inside 10% outside 90%

Protective equipment used:

- Sunscreen
- Hats
- Steel toe boots or shoes

Lifting:

- Occasionally 0-20 pounds, 21-40 pounds, 41-60 pounds
- Rarely 61 pounds and above.

Updated 3/13/18

Updated by: Chris Wilkins

The Town of Littleton is an Equal Opportunity Employer