



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

<b>Job Title:</b>	Park & Buildings Superintendent	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Park/ Buildings	<b>Travel Required:</b>	<del>No</del> -Yes
<b>Location:</b>	Town Hall, Park & Comm. Center	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	4/ \$18.50/hr		Up to 20 hrs/wk May – Oct (can do extra hours in manager does less) and up to 5 hrs/wk year round for buildings
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Town Board		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>This is a working supervisory position engaged in light construction repair and operation of various types of equipment for the maintenance of town parks and facilities</p> <p>Duties include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Operate mowers tractors vehicles and other small equipment</li> <li>2. Utilize a variety of hand and power tools in park and building maintenance</li> <li>3. Assist in routine maintenance of such equipment</li> <li>4. Mow repair and prune lawns plants and trees as well as repair and clean courts fields and all other town park facilities <b>at Shatford Park and all other Town facilities</b></li> <li>5. Mow and maintain athletic fields and related facilities</li> <li>6. Clean restrooms and remove/pick up litter from park and building grounds</li> <li>7. Perform general maintenance construction and repair of park recreational facilities and Town-Hall-Buildings</li> <li>8. Set up /clean up meeting room, pavilion <b>&amp; community center</b> for all events as per Town Hall Calendar <b>as needed</b></li> <li>9. <b>Change filters of all furnaces and heat pumps in all town buildings as needed</b></li> <li>10. <b>Check building maintenance list in the mailroom weekly and complete tasks in a timely fashion</b></li> <li>11. Other duties as assigned</li> </ol> <p><b>Required knowledge skills and abilities</b></p>			



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Knowledge of general construction tools and equipment including safe work practices

The ability to perform general construction and maintenance activities perform heavy manual labor learn to operate a variety of construction and maintenance equipment understand and carry out oral and written directions establish and maintain effective working relations with all contacted in the course of work

**Qualifications and Education Requirements**

Valid New York State driver's license

This position is subject to all applicable civil service rules.

		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	