



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

Job Title:	Park & Buildings Manager	Job Category:	Appointed
Department/Group:	Park / Buildings	Travel Required:	Yes
Location:	Town Hall, Park & Comm. Center	Position Type:	Part-Time/Seasonal
Level/Starting Rate:	3/\$23.46/hr		Up to 20 hrs/wk May – Oct & buildings hours year round as needed
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
<p>Role and Responsibilities</p> <p>This is a working position engaged in maintaining the park pavilion for events as per the Town Hall Calendar, overseeing maintenance in the park and overseeing maintenance in all Town owned buildings.</p> <p>Duties include but are not limited to:</p> <ol style="list-style-type: none"> 1. Set up/clean up pavilion for all events as per Town Hall Calendar. 2. Clean pavilion, restrooms, kitchen and grill and restock toilet paper, paper towels, soap and all other consumables as needed. 3. Remove/pick up litter from pavilion after events. 4. Respond to inquiries and requests from the summer camp director in a timely and professional manner. 5. During 8 weeks of summer camp, prepare the pavilion for 8am Monday morning. 6. Oversee park projects and manage purchase and installation of park equipment. 7. Monitor all stock of supplies for pavilion and bathrooms and reorder through Town Clerk’s office in a timely manner. 8. Ensure water gets turned on and off for the season. 9. Oversee all Town Building maintenance as needed, including ensuring all furnaces and heat pumps are serviced annually by 10/1. 10. Other duties as assigned. 			



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Required knowledge skills and abilities

Establish and maintain effective working relations with all contacted in the course of work. Basic understanding of building and property maintenance.

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:	