



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

Job Title:	Park & Buildings Superintendent	Job Category:	Appointed
Department/Group:	Park/ Buildings	Travel Required:	Yes
Location:	Town Hall, Park & Comm. Center	Position Type:	Part-Time
Level/Starting Rate:	4/ \$18.87/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
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 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"> 1. Operate mowers, tractors, vehicles and other small equipment 2. Utilize a variety of hand and power tools in park and building maintenance 3. Assist in routine maintenance of such equipment 4. Mow, repair and prune lawns, plants and trees as well as repair and clean courts, fields and all other town park facilities at Shatford Park and all other Town facilities 5. Mow and maintain athletic fields and related facilities 6. Clean restrooms and remove/pick up litter from park and building grounds 7. Perform general maintenance, construction and repair of park recreational facilities and Town Buildings 8. Complete a weekly park inspection check list from the 1st Friday in April through the last Friday in October. File with the Town Clerk by end of day Friday by putting the original in the Town Clerk’s mailbox and a copy in the TB Park Liaison mailbox. Communicate promptly with the TB Park Liaison for any repairs needed in the park as indicated on the weekly park check list and oversee that needed repairs get completed in a timely fashion. 9. Refill doggy poo stations throughout the park by stocking the individual pick up bags and emptying all stations collection bags weekly 			



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10. Change filters of all furnaces and heat pumps in all town buildings as needed & notate on sheet in furnace room of town hall
11. Check building maintenance list in the mailroom weekly and complete tasks in a timely fashion
12. Other duties as assigned

Required knowledge skills and abilities

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:	