

**TOWN OF OSS�PEE  
PUBLIC WORKS & RECREATION DEPARTMENTS**

**PARKS & RECREATION/PUBLIC WORKS TECHNICIAN**

The successful candidate for this part-time position, (up to 30 hours per week with no benefits), will assist the Public Works and Recreation Department's in the development and implementation of recreation programs for children and teenagers, perform general maintenance of town facilities & recreation areas including all fields and parks, town buildings, and work in other areas within the Public Works Department and Recycling Facility as needed. Preference will be given to candidates with experience working with youth in sport and non-sport related activities, small engines, landscaping, and general maintenance work. Background checks are required.

Please send a cover letter and resume to: Parks & Recreation/Public Works Technician, Attention: Brad Harriman and Peter Waugh, Town of Ossipee, P.O. Box 67, Center Ossipee, NH 03814. Applications and a full Job Description are available at the Town Hall, Main Street, Center Ossipee and the Job Description may also be viewed on-line at [www.ossipee.org](http://www.ossipee.org) and [www.ossipeerec.org](http://www.ossipeerec.org). All applications must be received by 4:30pm, Friday, April 1, 2011.

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# TOWN OF OSSIPEE

## Job Description

**Job Title:** PARKS & RECREATION/PUBLIC WORKS TECHNICIAN  
**Department:** Recreation/Public Works  
**Reports To:** Recreation & Public Works Directors  
**Prepared by:** Recreation & Public Works Directors  
**Prepared Date:** January 7, 2011

### **SUMMARY:**

To assist the Recreation and Public Works Departments in the development and coordination of recreation programs for children and teens, perform general maintenance of town recreation facilities, town buildings, and work in other area within the Public Works Department as needed. Some week nights and weekends, and holidays are required. This is an up to 30 per hour week position without benefits.

### **SUPERVISION RECEIVED:**

The Parks & Recreation Technician works under the supervision of the Recreation Director and/or the Public Works Director. This position frequently requires the ability to use good, sound judgment guided by the substantive technical skills and departmental policies and procedures to act independently. The Parks & Recreation Technician seeks direction and approval from the Recreation Director and/or the Public Works Director before making major programmatic, maintenance, time management, or task execution changes.

### **SUPERVISORY RESPONSIBILITIES:**

The Parks & Recreation Technician will plan, organize, and administer children/teen activities and sports and will assist with other department activities and programs. The Parks & Recreation Technician will also be responsible for the maintenance and upkeep of all town recreation facilities and town buildings. This includes participating in the recruitment, selection, training, counseling, and evaluation of volunteers and seasonal employees within the Recreation Department. This person will be in charge of the day-to-day operations of the Recreation Department in the absence of the Recreation Director. This person will carry out supervisory responsibilities in accordance with the Town of Ossipee's policies and procedures and applicable laws.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All of the duties are to assist the Recreation and Public Works Departments. Additional duties may be added and/or assigned.

1. Assist in planning, registering, organizing and administering a comprehensive community recreation program with emphasis on children and teen activities and sports.
2. Carries out recruitment, training, and retention of seasonal summer staff, volunteer coaches, game officials, and other volunteers for a variety of activities and programs. Will also need to be available to assist as a game official/referee when needed.
3. Performs general maintenance to all Town Recreation Facilities and town buildings.

4. These duties include but are not limited to: cutting grass, trimming grass, lining of fields, installation of goals, repairing equipment, basic carpentry & electrical skills, and operation and maintenance of lawn care and snow removal equipment.
5. Carry out duties, as assigned, for the Highway Department and the Recycling Center.
6. Maintain appropriate levels of confidentiality regarding records of the Town, the public, and the clients served.
7. Perform assorted office duties.
8. Assist in the maintenance of other town facilities and departments as needed.
9. Represents the Town of Ossipee at all events, programs, and other communities. Acts on behalf of the Recreation Director in his/her absence.

## **KNOWLEDGE, SKILLS, ABILITIES, REQUIRED:**

This position requires knowledge of organizing, implementing, and supervising a wide variety of programs, special events, and activities for children and teens. The position also requires knowledge of all aspects of park and field maintenance, small engine maintenance, and general laborer capabilities.

This position requires knowledge, skills & abilities in the following areas:

1. Knowledge of the objectives and principles of public recreation, including an understanding of recreation programs.
2. Athletics, Arts & Crafts, etc.
3. First Aid & CPR with AED Certification
4. Knowledge of facilities and equipment needed in extensive parks and recreation program and the proper arrangement of recreation areas.
5. Knowledge of commercial equipment, such as tractors, mowers, weed whackers, etc.
6. Must be able to work independently.
7. Ability to work with, interact with, and direct people of all ages, develop and implement effective programs for all ages.
8. Ability to work some weekday evenings, weekends, and some Holidays.
9. Be able to maintain and service all equipment
10. Be familiar with operating a variety of light to heavy equipment.
11. Must have a valid NH Driver's License.

## **MINIMUM QUALIFICATIONS:**

- Minimum of a High School Diploma or GED. Associates, BA, or BS Degree preferred in Recreation, Physical Education, Park & Facility Maintenance preferred.
- 1 year minimum experience working in a recreation/property maintenance setting preferred.
- Prior experience in park maintenance, landscape facility and turf management, and the operation of equipment preferred.
- CPR with AED & First Aid Certification, or be able to attain.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk, run, sit, climb, or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position requires participation in physical activity. This position also requires seasonal and irregular hours, weekends, evenings, and holidays.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It is reasonable to expect that half of the work of this job would entail 30% of the work to be done indoors and 70% of the work to be done outdoors. The employee may be exposed to herbicides, pesticides, solvents, poison ivy, poison oak, poison sumac, bee stings, gasoline, diesel, oil, and other chemicals and blood borne pathogens and airborne particles. Working conditions are generally good but can involve performance under varying weather conditions.