

# TOWN OF LYSANDER

# J O B P O S T I N G

**POSITION:** FULL-TIME SEASONAL PARK LABOR CREW LEADER

**IMMEDIATE SUPERVISOR:** PARKS & RECREATION SUPERVISOR

## S U M M A R Y

The Park Labor Crew Leader is responsible for the maintenance and operations of the approximately 70 acres of park land including the maintenance barn, office building, playing fields, playing courts, playground equipment, spray park and more at the direction of the Parks & Recreation Director/Supervisor. Responsible for maintenance of town – wide buildings and grounds.

## J O B D U T I E S

1.
  - Lead up to 1 - 2 full time seasonal and 1- 2 part time seasonal laborers.
  - Oversee night attendants and nightly duties.
  - Oversee Spray Park attendance and daily duties.
  - Conduct staff training as needed.
  - Complete necessary work to keep park open during all operational hours.
  - Order supplies and materials as needed. (Restroom/cleaning and maintenance supplies)
2. **Assist Parks and Recreation Director/Supervisor in preparing budget and in particular maintenance projects.**
  - Review present facilities and grounds for needed repairs, improvements, etc
  - Assist in the planning for future park improvements and projects.
3. **Park Maintenance and Grounds keeping. (Also see laborer job description).**
  - Mows park lawn, trims bushes & shrubs, cuts weeds, rakes leaves, etc.
  - Participate in the cutting & removal of trees.
  - Maintain and repair athletic fields, tennis and basketball courts.
  - Construct and repair picnic tables & signs.
  - Perform custodial duties within the park buildings and facilities when needed.
  - Perform maintenance repair work on buildings and facilities when needed.
  - Supervises park area & remove litter, trash & other unsightly debris.
  - Conduct a daily inspection of the park and playground for safety.
  - Operate & maintains all vehicles, equipment and mowers, etc.
  - Snow removal, snow blowing and shoveling as needed (building entrances, walk ways, etc.)
4. **Other**
  - Maintains daily inspection records on fuel usage, equipment maintenance & repairs, MSDS etc.
  - Attend training & course pertaining to the position as needed.
  - Acts as caretaker: Oversee park property, secures premises, enforce rules, and assists patrons.
  - Meets regularly with Parks Director/Supervisor to review daily/weekly/monthly operations.
  - Oversee the responsibility of park personal and daily work performance.
  - Leads in set up and taking down of special events.
  - Perform other duties as assigned and related to parks.
5. **Hours: Full-Time 40 Hours a week; as determined by the Employer (1/2 hr lunch) Overtime as necessary.**

**EMPLOYMENT STANDARDS**

**1. Knowledge and Ability**

- a) Must have excellent knowledge of the tools, materials, methods, and practices common to building and ground maintenance and repair.
- b) Skilled in the operation, general maintenance and repair of a variety of hand and power tools, simple machinery and light motor equipment.
- c) Ability to understand and carry out verbal and written instructions.
- d) Ability to deal courteously and tactfully with the public; be aware of and enforce safety precautions
- e) Knowledge of Americans with Disabilities Act (ADA) and Right to Know Laws.

**2. Physical Requirements**

- a) Strength and ability to walk several miles in a day to perform daily requirements and perform light to heavy manual labor sometimes under adverse weather conditions.
- b) The ability to lift 50 lbs
- c) The ability to work on your hands & knees (cleaning, weeding, painting, etc.)
- d) The ability to climb up & down (maintenance equipment, ladders, truck bed, stairs, etc.)

**3. Other**

- a) Availability to be contacted during off hours and work when necessary to provide emergency maintenance.
- b) Possess a valid New York State Driver's License.
- c) Experience in supervising employees and delegating work load.
- d) Must consent to a background check.

**Compensation: This is a seasonal bargaining unit position – 2020 Rates per Union Contract**

If you are interested, please sign below and also contact  
Parks & Recreation Supervisor Tony Burkinshaw with resume of work experience.  
For More Info Call at (315) 635-5999.

---

**I would like to be considered for this *Park Labor Crew Leader* position:**

NAME	ADDRESS	PHONE
1.		
2.		
3.		
4.		
5.		