

**TOWN OF RAYMOND  
JOB DESCRIPTION  
FACILITIES & GROUNDS WORKER**

<b>Job Title:</b>	Facilities and Grounds Worker	<b>Classification:</b>	Non-Exempt
<b>Department:</b>	<b>Public Works</b>		
<b>Reports To:</b>	Public Works Director	<b>Supervisory:</b>	No
<b>Position Type:</b>	Full-Time		

**GENERAL SUMMARY:** The Facilities and Grounds Worker is responsible for helping maintain safe, clean, and attractive parks, recreational facilities, athletic fields, and public spaces throughout the community. This position performs a variety of groundskeeping, facility maintenance, custodial, and repair tasks, while assisting with special events and recreation programs. Responsibilities include operating maintenance equipment, preparing athletic fields, performing minor repairs, monitoring park conditions, and supporting seasonal operations such as snow and ice removal. The position also includes safely transporting participants to and from Parks and Recreation programs and activities when required. Successful candidates will demonstrate reliability, flexibility, a strong work ethic, and a commitment to providing excellent public service while working both independently and as part of a team in a variety of outdoor conditions.

**ESSENTIAL JOB FUNCTIONS:**

- Perform routine maintenance of park grounds, including mowing, trimming, edging, and landscaping
- Maintain and repair park facilities such as playgrounds, shelters, fields, courts, and trails
- Assist with athletic field preparation, including lining, dragging, and turf care
- Operate and maintain equipment such as mowers, trimmers, blowers, and small tools
- Perform general custodial duties including trash removal, restroom cleaning, and facility upkeep
- Assist with setup and breakdown of special events, programs, and recreational activities
- Monitor park conditions and report safety hazards or needed repairs
- Perform minor repairs including carpentry, painting, and equipment maintenance
- Assist with snow and ice removal during winter months
- Interact professionally with the public and provide general assistance when required
- Transport participants safely to and from Raymond Parks and Recreation programs, including field trips and off-site activities, in accordance with all safety regulations and licensing requirements
- Collaborate with and provide support to other Town departments on projects, events, maintenance activities, and operational needs as assigned.

**KNOWLEDGE/SKILLS:**

- Knowledge of grounds maintenance, landscaping, athletic field preparation, and facility upkeep
- Knowledge of safe operation, maintenance, and storage of equipment, tools, and vehicles used in park maintenance
- Knowledge of custodial practices, workplace safety procedures, and basic repair techniques
- Skill in operating mowers, trimmers, blowers, and other grounds maintenance equipment
- Skill in performing routine maintenance, minor repairs, and preventative maintenance on facilities and equipment
- Skill in identifying maintenance needs, safety hazards, and facility deficiencies and taking appropriate corrective action
- Skill in providing professional customer service and communicating effectively with the public, program participants, and coworkers
- Strong organizational, time management, problem-solving, and teamwork skills
- Ability to adapt to changing priorities and work schedules while maintaining a high standard of service

**ABILITY TO:**

- Ability to perform physically demanding work, including lifting, carrying, bending, walking, and standing for extended periods
- Ability to work safely and effectively outdoors in varying weather and environmental conditions
- Ability to follow written and verbal instructions and complete assignments with minimal supervision
- Ability to work independently while contributing positively as a member of a team
- Ability to identify safety hazards, maintenance issues, and facility needs and take appropriate action
- Ability to prioritize tasks, manage time effectively, and adapt to changing work demands
- Ability to interact professionally and courteously with the public, program participants, and coworkers
- Ability to safely operate vehicles and transport program participants in accordance with applicable regulations and departmental policies
- Ability to maintain reliable attendance and work flexible schedules, including evenings, weekends, holidays, and emergency situations as needed

**MINIMUM REQUIREMENTS:**

- High school diploma or equivalent preferred
- Experience in grounds maintenance, landscaping, or facility maintenance is preferred
- Ability to operate a variety of maintenance equipment safely and effectively
- Basic knowledge of tools, materials, and methods used in park maintenance
- Ability to work independently and as part of a team

- Strong work ethic and attention to detail
- Possession of a valid Commercial Driver's License (CDL) with appropriate endorsements required, or the ability to obtain one within one (1) year of hire.
- Ability to obtain and maintain Certified Playground Safety Inspector (CPSI) certification within one (1) year of hire.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

**Work Environment:**

Most work is performed outdoors in a camp or recreational setting with occasional indoor activities. Work involves frequent interaction with children and staff in a group setting. Noise levels may be moderate to high during activities. Work occurs in varying weather conditions including heat, humidity, rain, and sun exposure. Travel for field trips and off-site activities may be required.

**Physical Requirements:**

- Ability to perform physically demanding work including lifting, bending, and standing for extended periods
- Ability to lift and carry up to 50 pounds regularly
- Ability to work outdoors in various weather conditions

*The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.*

**External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

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**Employee Signature:**

**Date:**