

# Town of Ridgefield



## **POSITION AVAILABLE**

### **TITLE:**

#### **Parks Maintainer Foreman**

Full Time-40hrs week Exempt with Non-Union Benefits

Monday-Friday (7:30am-4:00pm plus expected to respond 24/7 as needed)

### **DESCRIPTION:**

**To manage the overall maintenance of all properties, buildings, facilities and equipment under the jurisdiction of the Parks and Recreation Commission and all Board of Education Athletic Fields.**

### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Supervises and directs the work of all full-time, part-time and seasonal maintenance personnel.
- ◆ Plans, organizes, schedules work crews engaged in various tasks, assists crews when necessary. Develops annual maintenance plan for athletic fields.
- ◆ Maintains time and work records, prepare progress reports. Orders all materials and supplies for work scheduled.
- ◆ Responsible for the general maintenance of all buildings and facilities under the jurisdiction of the Parks & Recreation Commission, Town buildings, grounds, Main Street, cemeteries and Board of Education athletic fields.
- ◆ Determines need for repair of equipment and insures that repairs are made.
- ◆ Creates layout and design of park support facilities and sports fields lines as necessary.
- ◆ Provides technical assistance to garden clubs and others interested in the beautification of the town.
- ◆ Supervises snow removal crew and assists when necessary.
- ◆ Maintains active membership on the Athletic Fields Maintenance and Use Advisory Committee.
- ◆ Regular attendance as required by the position.

### **OTHER JOB FUNCTIONS:**

- ◆ Acts as the technical advisor to staff
- ◆ Other duties as assigned

### **PHYSICAL REQUIREMENTS:**

Normal office environment with typical business equipment; basic computer skills; ability to operate computer; ability to interface and problem-solve with the public. Able to visit sites, parks and grounds. Ability to drive, walk and climb.

### **EXPERIENCE/QUALIFICATIONS:**

- ◆ High School graduate
- ◆ Minimum of 5 years' experience in parks maintenance work
- ◆ Ability to deal effectively and tactfully with employees and general public
- ◆ Ability to supervise and coordinate activities of medium-sized group of workers
- ◆ Considerable knowledge of horticulture and facility operations
- ◆ CCL (Commercial Driver's License) required within 6-12 months of hire

**JOB POSTING DATES:**      **August 16, 2022 – until filled**

**HIRING RANGE:**    **\$80,000 – \$85,000 Depending on Experience**

**Interested applicants should send completed application and resume to:**

**Town of Ridgefield, Human Resources  
400 Main Street  
Ridgefield, CT 06877**

or email: [personnel@ridgefieldct.org](mailto:personnel@ridgefieldct.org)    EOE