

Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

Job Opening

Town of Londonderry Parks

The Town of Londonderry, Vermont is accepting applications for a seasonal, part-time Parks Maintenance employee. Work involves significant physical labor, use and maintenance of tools, and maintaining a valid driver's license. Candidates need to be highly motivated, take directions well and cooperate with others.

Applicants are asked to submit a required Employment Application, which can be found in the Town Forms section of the Town website: www.londonderryvt.org. Submit via email to redirector@londonderryvt.org or mail to: Town of Londonderry, 100 Old School Street, South Londonderry, VT 05155

Position opened until filled. The Town of Londonderry is an equal opportunity employer.

Posted 3/28/2024

Town of Londonderry, Vermont

Parks Maintenance Employee Job Description

FLSA Status:

Reports To: Mountain Towns Recreation
Director

OBJECTIVE/PURPOSE

The Londonderry Parks Maintenance employee will be working at the direction of the MT Recreation Director for the purpose of maintaining the grounds and recreation infrastructure at all of Londonderry's Town owned Parks. Work involves significant physical labor, use and maintenance of tools, and maintaining a valid driver's license.

Candidates need to be highly motivated, take directions well and cooperate with others.

WORK HOURS

This is a part-time, seasonal position which will require flexible days and hours as determined by the MT Rec Director.

DUTIES AND RESPONSIBILITIES

- Maintenance of Londonderry Town Park Facilities: Pingree Park, Buxton Park, Williams Park, and Memorial Park
Maintenance tasks include but are not limited to: Weed whacking, trash pick up and removal, picnic table upkeep, dog park facility maintenance, water testing at Memorial Park, checking on porta potty conditions, park trail maintenance, playground repair, woodchip raking, sports facility repairs, maintenance of park signage, tree trimming, picnic pavilion clean up, spring clean-up, fall clean-up, mowing, garden maintenance and assisting the MT Rec director as requested.

KNOWLEDGE, SKILLS, AND ABILITIES

- Works independently and as a team player.
- Presents positive role modeling through all interactions with the community.
- Communicates effectively.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, ages, abilities, opinions, and perceptions.
- Strives to meet or exceed work goals.
- Solicits and responds to feedback in constructive ways.

EXPERIENCE AND TRAINING

- On the job training available.
- Previous grounds maintenance work is a plus.

Town of Londonderry, Vermont

Parks Maintenance Employee Job Description

TOOLS

Lawn mower, weed whacker, garden and lawn maintenance equipment, pole saw, construction/carpentry tools.

PHYSICAL DEMANDS

The physical demands include frequent need to sit, stand, stoop, walk, lift, carry, and perform other similar actions during the workday. Applicants require sufficient mobility to work in a field setting. *Lifting and moving items of 50 pounds will be necessary.* Applicants may need to be at sporting events and community events and to set up and/or break down equipment.

WORK ENVIRONMENT/CONDITIONS

The Parks Maintenance person will work under the MT Rec Director, at the Londonderry Town Office, at Town Parks, at athletic fields in various weather conditions, basketball courts, and at community spaces for events.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Londonderry is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

DISCLAIMER

The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time. This job description is not an employment contract nor is it a promise of work for any specific length of time.

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TOWN OF LONDONDERRY EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status. We are an equal opportunity employer.

APPLICANT INFORMATION (PLEASE PRINT)			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No. * N/A *	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	
(Conviction will not necessarily disqualify an applicant from employment.)			
If you are under 18 years of age, can you provide required proof of your eligibility to work?			
Are you currently employed?	May we contact your present employer?		
When would you be available for work?	Are you available to work full-time or part-time?		

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE (APPLICANT'S STATEMENT)	
<ul style="list-style-type: none"> • I certify that my answers are true and complete to the best of my knowledge. • I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. • This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. • I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an <i>at will</i> employment relationship with or without cause. It is further understood that this <i>at will</i> employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. • In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. 	
Signature	Date