



Town of New Milford

Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Split Position Laborer, Parks Maintainer
Department: Public Works, Parks and Recreation

Salary Group: Teamsters Union
40 Hrs./Wk.

Job Summary: This is a split position transferring from Public Works, highway department through the winter months, and Parks and Recreation Department in the spring and summer months. Specifically, Laborer (November 16th through March 15th) Parks Maintainer (March 16th through November 15th). This position will be responsible for winter snow removal and road maintenance while with Public Works. In the spring/summer months, this position will be responsible for park maintenance and landscaping Town properties. The incumbent must have a valid CDL Class B with tanker endorsement or higher throughout employment. Duties include operating light equipment, dump trucks, variety of hand tools, power equipment, and mowers to maintain/construct roadways, storm drainage systems, sanitary sewers and maintain Town property under the directions of the Public Works Foreman, Deputy Foreman, Parks Foreman, Crew Leaders or Equipment Operators. Must be available to respond to snow and other emergency call in's outside of the regular work schedule.

Supervision Received: Works under the supervision of the Highway Foreman and the Parks Foreman.

Job Locations: All New Milford roads, park locations and buildings including areas accessible by foot only. Areas of jurisdiction while with the Parks Department include but not limited to: athletic fields, courts, beaches, playgrounds, nature preserves, picnic areas, trails, ponds, parking lots, sidewalks, buildings, utilities, storage areas, site amenities, fencing.

Example of Essential Duties for the Highway Department:

- Performs daily check of equipment to be operated and ensures it is in a safe operating condition.
- Perform minor maintenance and periodic maintenance to equipment, as required.
- This position requires the incumbent to drive both standard and automatic large dump trucks (i.e. 26,000 + lbs) and also operate most construction equipment (i.e. backhoes, skid steers, tractors/mowers, etc).
- Drive Dump Truck for hauling and spreading materials.
- Load Truck/trucks with materials, equipment needed at the work site, using heavy equipment as appropriate, and drives truck to transport crew, materials, or equipment to work site.

- Set up, load, and operate snow removal equipment, consisting of a truck equipped with adjustable snowplow and sanding unit to keep roads passable and clear of snow/ice during winter snow season.
- Operate self-propelled street sweeper to clean streets, parking areas and load debris into truck.
- Drive tractor with mower attachment to cut grass along rights of way and Town property to maintain vehicle sight lines and keep Town property in a presentable condition.
- Operates wheel mounted backhoe, dig ditches, back blade, and level.
- Operates small, steel wheel roller, compact asphalt and soil.
- Drives truck/trailer, combination load, unload, haul construction equipment and materials.
- Cut up downed trees or branches and remove standing brush or trees with power equipment and hand tools, as directed.
- Patch roads, pave roads, remove/ install curbing, sweep roadways and operate construction/maintenance related equipment as directed.
- Construct maintain and clean catch basins, culverts, drainage ditches and other stone drainage related structures.
- Install/replace street and traffic control signs, as directed.
- Move files, shelving, books, office equipment and furniture as required.
- Grade and rake top soil, using Town or leased equipment.
- Install new or replaced existing guide/guard rail systems, as required.
- Employees must work safely, use all proper safety equipment and follow all safety rules.
- Report unsafe roadway/Town property conditions or work practices to Public Works Highway Foreman.
- Perform other duties that are both necessary and appropriate.

Examples of Essential Duties for the Parks and Recreation Department:

- Ability to use tools, climb ladders, lift heavy materials, attend to facilities despite inclement weather, shovel snow, shovel clay and sand, clean bathrooms, and remove refuse.
- Must be familiar with the operation of push mowers, weed eaters, backpack blowers, riding mowers, two and four wheel drive vehicles including light truck, dump truck, tractor, field grooming practices and machines, aerators, top dressers, line painting machines, and any and all park maintenance equipment procured for use by the Department.
- Responsible for mowing of fields and parks and all areas relating to turf maintenance including brush-hogging, watering, over-seeding, maintenance of beaches, collection of leaves, pruning of trees, brush cutting, spraying, and mulching of trees and bushes.
- Responsible for simple repair of equipment, maintenance of boat docks and picnic tables, light carpentry assignments, painting assignments, light plumbing assignments, minor electrical repairs, maintenance of ice skating facilities.
- Maintain assigned playgrounds and playground equipment.
- Perform safety inspections of all grounds and facilities.

- Maintain equipment including oil changes, filters, greasing, belts, sharpening of blades.
- Perform snow removal with plows or by hand as needed.
- Works in inclement weather, near moving equipment and/or vehicles and is frequently exposed to vibrations and high noise levels. May be exposed to toxins and diseases.
- Performs any other duties as required.

Knowledge, Skills and Abilities:

- Ability to read and interpret instruction as safety rules, procedures, operational and maintenance instructions.
- Understand directions furnished in written, oral or diagram form.
- To obtain additional information to clarify the direction not understood.
- The employee works near moving equipment and/or vehicles and is frequently exposed to vibration and high noise levels when operating or near the equipment.
- The employee may be exposed to natural occurring toxins and diseases.
- Please refer to the working conditions page for further physical requirements of this position.
- Veterans preferred.

Education, Training and Experience:

- High School Diploma or general education degree (GED- or working toward) combined with a minimum of three years experience in the construction/maintenance of roadways and associated stone drainage systems. Ability to use and iPad, including but not limited to software such as Cartograph, and Google.
- Must possess and maintain a valid CDL Class B driver's license throughout employment.
- Must obtain or possess and maintain a tanker endorsement within 120 days of employment.

Updated by Personnel April 30, 2024

Updated format February 5, 2026

Working Conditions, Physical and Mental Requirements: Works in an outdoor setting that is subject to frequent interruptions and substantial contact with the public. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination including hearing and drug test may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)		FREQUENTLY (F)		CONSTANTLY (C)				
0 % of Shift	1-33% of Shift			34-66% of Shift			67-100% of Shift		
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands					Depth Perception				X
Standing		X			Color Distinction				X
Walking		X			Peripheral Vision				X
Sitting		X			Driving				X
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)				X
Pushing		X			Light Work (-20 lbs.)				X
Pulling		X			Medium Work (20-50 lbs.)				X
Climbing		X			Heavy Work (50-100 lbs.)				X
Balancing		X			Very Heavy Work (100+ lbs.)			X	
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)				X
Crouching		X			Heat (90 degrees F or more)				X
Crawling		X			Temperature Changes				X
Reaching		X			Wetness				X
Handling		X			Humidity				X
Grasping		X			Extreme Noise or Vibration				X
Twisting		X			Exposure to Chemicals				X
Feeling		X			Exposure to Gases and Fumes				X
Talking		X			Exposure to Unpleasant Odors				X
Hearing			X		Exposure to Bodily Fluids				X
Repetitive Motion			X		Exposure to Dampness				X
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area				X
Visual Acuity/Near			X		Mechanical Hazards				X
Visual Acuity/Far			X		Physical Danger				X

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.