

TOWN OF HARPSWELL, ME

Position Description

Lands & Landings Monitor

Yearround Employment:

- Days of the Week: Preferably Wednesday – Saturday (with flexibility)
- Hours: Average of 20 hours per week, with variation during the year. Warmer months likely 30 hours per week while colder months 10 hours per week.

General Purpose: Basic maintenance and monitoring of Public Lands & Landings as well as assisting the Recreation Office with projects such as preparation for the annual hiking challenge, prepping the field for baseball season, and other outdoor recreation activities.

Supervision Received: Works under the direction of the Recreation & Community Services Director

Supervision Exercised: None.

Essential Duties and Responsibilities:

- Ensure no misuse of Public Lands & Landings in accordance with Town ordinances.
- Conduct patrols of lands and landings using town motor vehicles, on foot, on uneven terrain, inclement weather and on weekends.
- Monitor facilities for trash/debris and pick up as necessary if safe to do so. (report dangerous or large debris to supervisor)
- Perform minor maintenance and cleanup as directed.
- Report any unsafe conditions that may cause injury/damage to visitors or property.
- Check status of dog-waste stations and portable toilets and report on their conditions and whether maintenance is necessary.
- Ensure parking policies are adhered to at designated sites by reminding and requesting that patrons follow signage. (This position is appointed to enforce parking violations at locations described by ordinance)
- Work collaboratively with the Mitchell Field steward to support activities at the field, to include special events and volunteer workdays.
- Assist the Recreation office with oversight of Cedar Beach from Memorial Day through Labor Day weekend.
- In collaboration with the Recreation Director, support the facilitation of John Gilliam Day, Harpswell Hiking Challenge, and other outdoor community events.
- In collaboration with Lands Committee stewards, assists in the construction of wetland boardwalks and maintenance of trail infrastructure.
- Assists in leading volunteer workdays including outreach, pre- and post- workday tasks, and supervision of volunteer groups.

- Assists with the clearing of downed and hazard trees.
- Inventories and inspects existing trail infrastructure.
- Assists in managing invasive vegetation.
- Mows and maintains areas such as athletic fields (dragging and lining), parks, lawns, building grounds, trails, open space and conservation lands.
- Opens and closes, locks and unlocks facilities as needed.
- Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for athletic events and parks and recreation program use.
- Prepare ballfields for the upcoming season and monitor in advance of games and practices.

Knowledge, Skills and Abilities: Ability to effectively communicate with the public and deescalate situations when needed. Possess the ability to recognize unsafe situations and to take action to mitigate those concerns OR be able to effectively communicate those concerns to the supervisor or proper authorities. Ability to comprehend Town ordinances and policies as they relate to public lands and landings.

As a minimum, the employee must have a valid State of Maine driver's license.

Physical Demands: Physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the incumbent is required to lift, walk, drive, sit, talk and write in English. The employee must be capable of lifting and carrying up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions, which are often adverse both in heat, cold, rain and wind.

Selection Guidelines: Formal application, oral interviews, background, driving and reference checks.

The duties listed above are intended as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignments to the position.

The job description does not constitute an employment agreement between the employer and employee.