



TOWN OF LITCHFIELD

Seasonal Job Opportunity

Job Title: SEASONAL (Summer) Park & Rec Maintenance Assistant

Location: Litchfield, CT

Employment Type: Part-Time (up to 10 hours per week)

Compensation: \$17.00 per hour

BASIC FUNCTION

This position functions under the general supervision of the Park and Recreation Department. Duties include, but are not limited to, cleaning and sanitizing restrooms, picnic areas, playgrounds, and gym facilities, as well as performing routine groundskeeping tasks such as raking leaves, pulling weeds, watering plants, and trimming bushes. The role also supports community events by assisting with setup and breakdown as needed.

This position requires the ability to work independently, follow directions, and maintain organized and functional public spaces. Candidates should possess strong communication skills, be physically capable of lifting up to 50 pounds, and be comfortable working both indoors and outdoors in varying weather conditions. A valid driver's license, reliable transportation, and the ability to pass a background check and drug screening are required.

PRINCIPAL RESPONSIBILITIES AND DUTIES

- Clean and sanitize restrooms, picnic areas, playgrounds, and other public facilities.
- Clean, dust, and mop the town gym regularly.
- Perform basic groundskeeping tasks, such as raking leaves, pulling weeds, watering plants, and trimming bushes.
- Assist with setting up and dismantling events as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to follow directions and work independently with minimal supervision.
 - Strong organizational skills to maintain clean and functional public spaces.
 - Effective communication skills and the ability to establish good working relationships with superiors, colleagues, and the public.
 - Physical ability to lift and move up to 50 pounds frequently and work in various weather conditions.
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MINIMUM QUALIFICATIONS

- Valid driver's license and reliable transportation.
 - Ability to pass a thorough background check, including DMV, references, and pre-employment drug screening and physical.
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PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Regularly required to sit, stand, walk, and use hands and fingers.
 - Must occasionally lift/move items weighing up to 50 pounds, with or without assistance.
 - Work involves outdoor tasks in various weather conditions and handling cleaning chemicals and equipment safely.
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APPLICATION PROCESS

Interested candidates should submit a resume, cover letter, and application detailing relevant experience to nyarrish@townoflitchfieldct.gov. Please include "Seasonal Park & Rec Maintenance Assistant" in the subject line.

Applications can be found at <https://www.townoflitchfieldct.gov/job-openings>

EEOC STATEMENT

It is the policy of the Town of Litchfield to provide equal employment opportunity to all persons regardless of age color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity, and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. In addition, the Town of Litchfield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.