



**TOWN OF  
WINCHESTER – CITY  
OF WINSTED**

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

**JOB DESCRIPTION**

**Job Title:** Maintenance Supervisor  
**Department:** Department of Recreation  
**Reports to:** Director of Recreation  
**Prepared by:** Paul Harrington, Town Manager  
Tanya Risucci, Director of Recreation  
**Last Amended:** November 7<sup>th</sup>, 2024  
**FLSA Status:** Exempt

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**Department Head Approval:** \_\_\_\_\_

**Town Manager Approval:** \_\_\_\_\_

**Union Approval:** N/A

**Date of Approval:** 11/07/2024

**GENERAL PURPOSE**

The Department of Recreation's Maintenance Supervisor performs and supervises work activities in the maintenance of all Town-owned recreational facilities such as athletic fields, recreation buildings, beaches, playgrounds, and walking trails. Works directly with the Recreation Director on budget, capital improvements and Purchase Orders.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Daily schedules for staff to complete.
- Participates in and oversees all custodial, construction, maintenance, repair, and improvement work carried out by direct reports and contractors in Town buildings and grounds as designated by the Director of Recreation.
- Efficiently performs a variety of skilled construction, repair, and maintenance activities at various Town facilities, primarily those overseen by the Department of Recreation.
- Mows grass; removes snow; spreads salt and sand; removes weeds; prunes; trims; sweeps floors, walkways, and driveways; and cleans restrooms as directed.
- Monitors and maintains facility HVAC equipment, completes carpentry projects, prepares and applies paint, and cleans indoors as directed.
- Proactively tends to necessary maintenance work at Recreation buildings and on Town grounds.
- Supplements the contracted custodial service as required, including but not strictly limited to: vacuuming, washing, waxing and buffing floors, cleaning furniture, washing windows, replacing light bulbs, cleaning rest rooms, filling dispensers, removing trash, maintaining recycling containers, cleaning water fountains and outside smoking receptacles, and cleaning other indoor spaces.
- Maintains and repairs tools, vehicles, and equipment as instructed.
- Writes and executes purchase orders.
- Writes budget needs and capital for Maintenance department and works with Director to complete projects for five-year plan.
- Makes routine reports of activities to the Director of Recreation, including those activities completed by contractors under the supervision of the Department of Recreation.
- Provides high-quality, positive customer service in all generally applicable communication formats to residents and other staff members.
- Attends meetings and training courses as required.
- Assists with related duties on behalf of other municipalities as contracted and directed by the Town.
- Performs other related functions as assigned or required.
- Seeks grants and government assistance

## **QUALIFICATIONS**

### *Education and Experience*

- A high school diploma or GED equivalent field with two years of buildings and grounds maintenance experience and experience supervising others; or any combination of education & experience that provides equivalent knowledge, skills, and abilities.

### *Necessary Knowledge, Skills, and Abilities*

- Knowledge of safe and proper methods of equipment, labor, and material use in areas such as construction, maintenance, and repair of building and grounds infrastructure.
- Knowledge of basic carpentry, electrical units, and plumbing.
- Ability to work efficiently and effectively in an autonomous work environment.
- Ability to carry out instructions furnished in written, oral, and diagrammatic form.
- Ability to read, understand, and accurately interpret plans, sketches, and specifications.
- Ability to present self in a professional manner.
- Ability to use basic modern computer technologies.
- Ability to effectively communicate orally and in writing; ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions.
- Ability to maintain effective working relationships with Town employees and the general public; ability to communicate effectively in a variety of mediums, including over the phone.

### *Special Requirements*

- Valid Motor Vehicle Operator's License at time of appointment and during tenure.
- Must be able to successfully complete a comprehensive background investigation.
- Must take and pass course for playground safety inspector and Osha 10 within six months of hire. Reimbursement of course upon completion and pass.

## **TOOLS AND EQUIPMENT USED**

Computer, calculator, phone, copy machine, fax machine, postage machine, and motor vehicle.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Must be able to sit in a vehicle or stand and work continuously for extended periods of time both indoors and outdoors in a variety of environmental conditions. The employee may be required to push, pull, lift, and or carry objects weighing at less 90 pounds. While performing the duties of this job, the employee is frequently required to communicate with others in-person and over the telephone. Must have ability to bend and lift. Must be able to enter information accurately into the computer and maintain records as required. Required to drive to various town sites under possible adverse weather conditions.

## **DISCLAIMER**

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Winchester and the employee and is subject to change as the needs of the Town and the requirements of the job change. Employees are governed by the Town's Personnel Policies and their contracts.