City of Rutland
Job Posting

Department: Recreation and Parks **Revised:** 10/26/2026
Position: Maintenance Specialist
Classification: Full-time, non-exempt
Grade/step: 5 **Rate:** $22.2345 (FY27)
Hours per week: 37.5
Bargaining unit status: Union
Reports to: Director of Parks, Grounds and Facilities Maintenance

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Potential internal candidate for position; however, accepting external candidates as well.

Job Summary: This position provides maintenance and repairs to all City Parks, Grounds, and Facilities. Helps and assists to ensure the safe, effective, efficient maintenance and operation of the City's parks, properties, and facilities.

Primary Duties

- Assist crew members in maintenance and repair work on City facilities.
- Perform labor along with crew members and seasonal employees.
- Work as an equipment operator or as another member of the work crew.
- Performs quality work in accordance with job specifications and Department standards as directed.
- Assists with the service and repair of equipment where feasible as directed.
- Assists crew members with vehicle and equipment maintenance in a safe, timely, and economic manner.
- Performs shop cleanup tasks to ensure a safe working environment.
- Documents information to help support accurate maintenance records.
- May be asked to order and maintain inventory of required parts and supplies necessary for equipment repair and maintenance as directed.
- May be asked to educate and train parks staff on the proper and safe use of department equipment and tools.
- Assists with maintaining and repairs to Department Pool, Giorgetti Arena, and Community Center and their systems as directed
- Performs general trade work maintenance with associated power tools, Per ability.
- Assists with masonry and concrete work.
- Assists with work on water systems, including maintenance, repair, new installations, and winterizing of plumbing and irrigation systems.
- Assists with maintaining buildings and structures in a safe and presentable condition; including the removal of graffiti and routine painting and cleaning.
- Operates department vehicles and equipment per ability to accomplish a task or project.
- May be asked/required to operate snow removal equipment during the winter months to clear Department parking lots, parks, facilities, and sidewalks
- Complete required paperwork such as time sheets, schedules, and other when necessary as directed.
- Performs other duties as assigned and needed.
- Must be available for all shifts including day, evening, weekend, and holidays.

Educational Requirements: H.S. degree with one year of related work experience in construction trades, or equivalent work experience.

Other Skills, Abilities and Attributes:

- Keep proper records and follow oral and written instructions.
- Must be able to work and communicate with the public, fellow employees, and other city departments in a professional, courteous, and tactful manner.
- Ability to motivate subordinate workers as needed.
- Ability to establish and maintain effective work relationships with other Departmental city staff.
- Working knowledge of and skilled in using standard methods, tools, practices and equipment of the construction trade.
- Ability to read and understand operations manuals, schematic diagrams, sketches, and specifications.
- Ability to perform the physical requirements of the job with or without accommodation.
- Must be versatile, show initiative, work well in a team atmosphere, and possess a positive attitude.

Language Ability

- Ability to respond to common inquiries or complaints from the general public and convey to supervisory staff.

Mathematical Skills

- Ability to perform mathematical functions such as add, subtract, multiply, divide, perform percentages, ratio equations, and others.

Reasoning Ability

- Ability to define problems, interpret and collect data, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should be proficient at a basic level in:

- Word Documents
- Spreadsheets
- Internet Search
- Data Collection
- Google Drive and Associated Apps

Certifications and Licenses:

- Valid VT State driver's license
- Certifications and additional education may be required and supported by the department.

Supervisory Responsibilities:

When necessary, as directed (Part-Time and Seasonal Staff)

Physical Demands

The physical demands described here are representative of those that must be met by an 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 job, the employee is regularly required to walk, lift 50 pounds, and operate park equipment. Specific vision abilities required by this job include close vision for computer

and mechanical work.

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.

Work is performed outdoors in all weather conditions. Evening and weekend work may be required. Performs hands-on maintenance, repair, or construction work outdoors in all weather conditions. Repairs and maintains vehicles and equipment inside and may be required to repair vehicles and equipment outside in all weather conditions when needed.