

TOWN OF HADDAM, CT

HES / COVE MONITOR

Department	
Reports to:	First Selectman and/or Town Planner.
Supervises:	N/A
Position Status:	Non-Exempt – (Part time seasonal April – Sept)
Salary Classification:	\$ 17.00 Hourly

Position Summary/Purpose:

Monitors use at Higganum Cove and former Haddam Elementary School. Reports inappropriate use / violation of established rules to appropriate officials. Perform minor grounds and building maintenance tasks, assists in the overall maintenance, repair and custodial upkeep of the former Haddam Elementary School and Higganum Cove as assigned and directed.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the 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 a logical assignment to the position.)

Key holder for former HES and Higganum Cove. Coordinates and opens and closes venues for public use. Responds to alarm calls. Trouble shoots problems occurring in building and at Cove. Monitors use of venues for adherence to established rules and regulations. Calls police when necessary. Checks parking passes and enforces parking regulations. Duties may include some nights and weekend visits to properties. Makes regular inspections of buildings and grounds to determine maintenance and repair needs. Reports building conditions and need for more extensive repairs to First Selectman and/or Town Planner. Monitors building systems for proper operation and reports findings to supervisors. Monitors the progress of work performed by outside contractors. Performs janitorial work as needed after public use, including emptying trash, dusting, mopping, general cleaning, sweeping as needed and any other duties necessary to maintain clean and safe building and grounds. Minor and limited weeding and weed-whacking of town properties in Higganum Center when needed, Minor snow removal on walkways at school and spreading sand and salt as necessary.

Minimum Required Qualifications:

Must have a High School Diploma or GED.

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 stand and stoop, kneel, crouch or crawl. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds.

Knowledge, Ability and Skill:

General building and grounds maintenance, ability to interact with public and town hall staff in a positive and productive manner.

Job Environment:

Work is performed inside and outside. Available nights and weekends for emergency situations and to monitor Cove usage during peak summer demand.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)