



# Town of Enfield Job Announcement Cemetery and Grounds Maintainer

The Town of Enfield, NH, is searching for an employee who enjoys working independently in an outdoor setting, has a passion for helping others and making a difference in their community. Our team has a current opening for a full-time position of Cemetery and Grounds Maintainer (B&G Maintainer) for the Department of Public Works, which offers a great opportunity to start a career in public service in an excellent working environment.

Enfield is a community of approximately 4,600 permanent residents (the population increases substantially with seasonal residents during the summer months), situated in the Upper Valley Region approximately 10-20 minutes from the population centers of Lebanon and Hanover. Enfield is an attractive community with a wide range of local businesses, a proud Shaker cultural heritage, two large scenic lakes, and an abundance of open space.

The C&G Maintainer position is 40 hours per week, year-round and is available immediately. The position reports to the Buildings and Grounds Leader as well as the Highway Supervisor (during winter months only). Duties primarily include the maintenance and upkeep of town buildings, grounds, parks, and cemeteries. On occasion, duties will involve assisting other public works divisions including highways, water/sewer and solid waste and recycling. The position is shared with the Highway Division during the winter maintenance season. The successful candidate will possess at least a high school diploma and experience in buildings and/or grounds maintenance, or related field is preferred. Knowledge of and experience with relevant trades (grounds maintenance, carpentry, plumbing, power equipment operation, and/or small engine repair) is highly desirable. A basic level of computer proficiency is preferred. The successful candidate will also be able to perform physical work outside in all weather and lift at least 50 pounds.

Starting pay rate will be \$16.00-\$18.85 per hour depending on experience. The Town of Enfield offers an excellent benefits package including health and dental insurance, New Hampshire Retirement System, deferred compensation plan, and paid leave.

Qualified candidates interested in part-time work (<35 hours per week) will also be considered.

Applications and complete job description are available on the Town's website at <https://www.enfield.nh.us/administration-town-manager/pages/employment-information> and at the Enfield Town Manager's Office, 23 Main Street, PO Box 373, Enfield, NH 03748, (603) 632-5026. In addition to a completed application, candidates are expected to provide a cover letter and resume. This position will be open until filled, but candidates are strongly encouraged to apply by December 7, 2022. Applications and/or resumes can be submitted directly to the DPW Director by email ([jtaylor@enfield.nh.us](mailto:jtaylor@enfield.nh.us)).

The selected individual will be offered conditional employment subject to successful completion of driver and criminal background checks and review of professional references.

The Town of Enfield is an Equal Opportunity Employer and Provider.

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