Parks Maintenance Employee
Parks and Recreation Department

Job Description

Job Objective / General Description:

This position is full- or part-time and non-exempt. The Parks Maintenance Employee provides short and long term scheduled or emergency work for the Township with responsibilities that include but are not limited to; efficient planning and accountable implementation of operation/maintenance/repair of Township owned buildings/facilities, grounds, parks, open spaces, recreational structures, roads, bridges, and rights of way, using any means/equipment authorized and available. This position requires a reliable, flexible, self-motivated individual that can work independently or as a productive member of a team, who shall engage in effective communication that furthers the goals and objectives of the Township.

Supervision:

Employee may supervise peer employees on specific projects or seasonal employees/volunteers as assigned. This position reports to the Director of Parks, Recreation & Open Space. This position may also report to the Director and Assistant Director of Public Works when performing joint tasks.

Minimum Education, Training and Experience Required:

- High School/Trade School Diploma or equivalent.
- A minimum of one year of previous experience with some formal training or vocational education in road construction is preferred.
- Knowledge of use of all common hand tools, and road and maintenance equipment is required.
- Shall have general knowledge, working familiarity, and can safely operate assigned and or required equipment for the operation, maintenance, and repair of Township assets using practices, methods, and materials that efficiently complete the task at hand.
- Shall have a valid Pennsylvania driver's license, clean driving record and obtain and maintain a Pennsylvania Class "A" Commercial Driver's License or other licenses and certifications as determined by the Township or their designee.
- Must have the ability to obtain and maintain PA Public Pesticide Certification license at the Township's request.
- Shall be able to safely and efficiently operate a vehicle with snowplow.
- CPR, Basic First Aid, and Blood Born Pathogen certification required.
- Must be highly motivated, able to follow established procedures, exercise common sense and sound judgment for the prevailing conditions and meet work quality and quantity expectations while working unsupervised and

independently.
- Shall have the ability to communicate effectively, both orally and in writing, and able to follow verbal or written directions. All communication must be done in the English language.
- Shall have the ability to keep accurate written records as directed.
- Shall have the ability to read and interpret labels on chemicals and supplies.

Essential Job Functions:
- Plan and execute the daily, weekly, and seasonal maintenance of all parks.
    - Including but not limited to: grass cutting, trash removal, restroom cleanings, playground repairs, mulching, weeding, painting, and other general maintenance functions.
- Perform all work relative to job function in accordance with sound safety practices, work policies, and standard operating procedures.
- Use vehicles, power equipment, and hand tools necessary to accomplish assigned tasks.
- Ensure safe environment on public roadways by implementing or assisting with repairs, traffic control, and directional signage.
- Required to participate in emergency on-call and perform weather related and emergency service as needed.
- May voluntarily participate in the on-call program requiring an employee to be available off hours for any call-in work.
- Shall be ready, willing, and able to participate in Township snow removal/icing abatement operations when conditions prevail.
- Performs regular inspections of Township assets and promptly communicates observations that cannot be resolved immediately to the immediate Supervisor.
- Responds to public inquiries in a courteous manner, provides information within scope of authority and knowledge, and reports inquiries whether resolved or not to immediate supervisor.
- Shall be observant of and promptly communicate abnormalities/concerns that are averse to the goals and objectives of the department.
- Performs routine service and minor repairs on building or office furnishings.
- Assists with set-up/breakdown of various areas for special events. Ensures security of all Township buildings and protection of assets through use of all available means and systems.
- Assists in the development and preparation of project work supporting the operation/maintenance/repair of Township assets, as assigned.
- Performs first initial of maintenance/care of Township vehicles and equipment. Performs routine preventative and corrective maintenance. Promptly communicates unresolved issues and concerns to immediate supervisor.
- Inform Director of Parks and Recreation of any need for training to ensure safe and reliable work.
- Expected to attend meetings, training courses, seminars, workshops, and

conferences as required by the Director of Parks and Recreation and Township Manager.
- Shall obtain additional training in support of new equipment/technologies beneficial to the Township or as directed.
- May perform duties of similar complexity in other departments as required or assigned.

Working Conditions / Physical Requirements:
Work is primarily outdoors but may include indoor responsibilities at Township facilities from time to time. An employee shall have the physical strength and ability to perform moderate to heavy manual labor, including frequent bending, walking, and heavy lifting. Must be able to lift and move over 50 lbs. on a regular basis. Must have good stability and balance and be able to retrieve objects requiring bending, twisting, and other gross motor movements on a daily basis. Shall have manual dexterity and good fine motor movements required to operate a large variety of machinery and tools. Shall have no physical or mental impediments which would be deemed to put the employee, co-workers, or others at risk of harm; shall be willing to work outdoors in a variety of weather and temperature conditions, including having the stamina to maintain continuous physical effort for the duration of the shift on a regular basis. During investigations, the employee may occasionally be exposed to hazardous sewer gases and unseen hazards such as bloodborne pathogens in sewer lines and is required to observe and undertake proper safety precautions and be responsible for OSHA regulations within the department.

This position is subject to stressful situations and demands meeting project deadlines or responding to emergencies and may require working more than forty (40) hours per week. On-call responsibilities are required.

Selection Guidelines:
This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed 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.

Formal applications, rating of experience and education, oral interviews, reference checks, background checks, and job-related tests might be used to evaluate a Candidate's qualifications for this position.

Evaluation:
Evaluated annually by the Director of Parks, Recreation & Open Space with copy to the Township Manager.