



## Job Description

- Posted: January 6, 2023
- Expires: January 20, 2023

**Position: Parks Maintenance**

**Department: Parks & Recreation**

**FLSA: Non-Exempt**

**Hours: 6:30 AM to 3:00 PM, Monday through Friday (40 hours per week), 24-hour on call availability.**

**Wage Rate: \$21.39/hour**

### **Position Summary:**

Under the direction of the Superintendent of Parks or designee, this position will perform a wide variety of maintenance service, repair, and construction functions to insure parks, recreation areas, buildings, trails and other facilities are safe, useable and attractive in accordance with department policies. The duties listed above 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.

### **Qualifications:**

High School diploma or GED or its equivalent.

One to two years' experience in landscaping maintenance, to include planning annual turf maintenance schedules, operation of commercial landscape vehicles and light farm equipment.

Applicants must possess a valid Pennsylvania Driver's License.

Working knowledge of carpentry, painting and plumbing skills and techniques.

Must be able to perform heavy manual labor under varying weather conditions.

Must be able to take and comprehend oral and written instructions.

Must be willing to update skills and learn new skills as necessary.

Must attend training sessions and continuing education, as assigned.

Must be able to work well with others.

Must demonstrate initiative and innovation in achieving results.

Must adhere to high ethical standards and personal integrity.

Must use available resources efficiently.

Must be well organized.

Must be able to work diplomatically, courteously and professionally with individuals who may be angry,

frustrated or upset.

### **Supervision received:**

Works under direct supervision of the Parks Maintenance Superintendent with occasional direction from the Director of Parks & Recreation. Some assignments may be conducted under general supervision; oral and written instructions provided by supervisor daily. Performs routine duties that occasionally are carried out independently but are subject to progress checks during and upon completion for satisfactory performance.

### **Essential functions:**

- Operates trucks and other equipment of moderate complexity for all parks maintenance projects.
- Hauls gravel, dirt, sand, blacktop and other construction materials; performs manual labor incidental to the work of operating assigned equipment; services and maintains equipment.
- Performs parks maintenance and repair including building, repairing and patching pavement, playgrounds and fields; installing and repairing playground equipment and fences; trimming brush and grass.
- Assists, as directed, with installation of signs and pavement markings.
- Operates vehicles and equipment for snow and ice control on Township roadways and parking lots; plows Township properties; shovels and salts sidewalks; responds to parks and weather related emergencies as required.
- Work responsibilities are variable with periods of extreme activity. Some workdays may be longer than eight hours. Successful applicant will be required to work nights, weekends and holidays during weather and other emergencies. Performs overtime work as requested by supervisor.
- Uses a variety of hand and power tools, which may include pneumatic tools, lawnmowers and tractors, wood chippers, chain saws, string trimmers and portable electric tools.
- Occasionally uses general office equipment such as calculators, computers and key boards, computer printers, telephones and fax machines.
- Work requires minimal travel for training and other events.
- Works under field conditions with unavoidable exposure to inclement weather and a variety of hazardous conditions such as dust, fumes and dangerous road conditions. Personal protective equipment and safety gear must be utilized by all employees.
- Will be required to participate in a variety of training sessions and instructional classes pertaining to parks maintenance practices.
- Establish and maintain effective working relationships with supervisors, subordinates, co-workers and general public.
- Other parks maintenance related duties as assigned from time to time.

### **Licenses, Registrations, or Certificates Required:**

Must possess a valid Pennsylvania Driver's License to begin employment.

### **Physical Demands:**

Frequent strenuous physical effort required; ability to lift and carry 50 to 100 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in and out of equipment and vehicles. Will be required to work shifts greater than (8) hours during winter and emergency operations.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

### **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.

Position involves a great deal of bending, squatting, kneeling, climbing, reaching and twisting.

Operates variety of landscaping and parks maintenance equipment and pickup trucks, etc.

Work occasionally involves responding to angry, frustrated or upset individuals.

**Antidiscrimination Policy:**

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

**Application Procedure:**

Anyone interested in this position can get an Employment Application on the Township's website [http://www.havtwp.org/Document\\_Library/Human\\_Resources/Employment\\_Application.pdf](http://www.havtwp.org/Document_Library/Human_Resources/Employment_Application.pdf) .

A pre-employment drug and alcohol screening, background examination, criminal history check, and physical examination will be required to determine that the applicant can meet the physical demands of the position.

**Selection Guidelines:**

Formal application, rating of experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.

By signing below, I, the employee, acknowledge that I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

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Employee Signature

Date

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Township Manager Signature

Date