

## **Forks Township Job Description**

**POSITION TITLE:** Parks Maintenance Laborer

**REPORTS TO:** Parks Maintenance Manager

**DEPARTMENT:** Parks & Recreation

**FLSA CATEGORY:** Non-Exempt

### **SUMMARY**

Under the direction of the Parks Maintenance Manager, this position is responsible for performing a variety of maintenance, repairs, and upgrades to the township park system, township buildings, and athletic facilities.

### **DUTIES and RESPONSIBILITIES**

Parks Maintenance Laborer responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

- Under general supervision, performs skilled park maintenance work.
- Operates various equipment in the maintenance of grounds such as: line trimmers, 16 ft. mowers, backpack blowers, sprayers, tractors, brush hog, push mowers, front end loaders, snowplows, backhoes, chain saws, dump trucks, various hand tools, etc.
- Ability to perform athletic field maintenance, minor construction projects, turf maintenance.
- Planting and maintaining landscape beds, trees, shrubs, and grass areas.
- Applies weed killer, fertilizer, and other maintenance chemicals.
- Performs custodial tasks and trash/litter removal.
- Provides maintenance on all park equipment to include playground equipment, tables, benches, bleachers, back stops, basketball courts, skate park, tennis courts, etc
- Performs regular maintenance on machinery. Such as, cleaning machines, changing/sharpening blades, greasing, checking fluid levels regularly, etc.
- Keeps pavilions ready and prepared for rental.
- Sets up for special events and ensures the lights, signs, tables, chairs, equipment, and any other items is prepared for the event.

#### **Marginal Functions:**

- Assist Public Works during Snow/Ice events.
- Perform additional related duties and responsibilities as assigned.

#### **Ability to:**

- Ability to work outdoors in hot, cold, and inclement weather.
- Ability to lift 100 lbs. without difficulty.

- Ability to maintain balance, walk, sit, stoop, bend, kneel, stand and reach; climb and descend ladders and walk on a variety of surfaces.
- Individual should have firsthand knowledge in construction, plumbing, carpentry, landscaping, and equipment repair and maintenance.
- Individual can operate heavy and light equipment, hand and power tools in a safe and efficient manner.
- Ability to carry out assignments and planned activities independently within prescribed limits.
- Ability to effectively identify, analyze and solve problems.
- Ability to communicate clearly orally and in writing.
- Proficient in the use of a computer, including the use of Microsoft Windows and Office software.

### **EXPERIENCE and TRAINING GUIDELINES**

Any equivalent training and experience that would likely provide the required knowledge, skills, and abilities to successfully perform the essential functions of the job is qualifying. Must have a high school diploma.

#### **License or Certificate:**

Pennsylvania driver's license. Pesticides Applicator License with category 23(park or school pest control) or the ability to obtain within six months; Valid First Aid and CPR certification or the ability to obtain one within six months