

# Plumstead Township Job Description

**Job Title:** Parks Maintenance

**Date:** 10/25/2021

**Department:** Park and Recreation

**Hours:** Full time, 40 hrs per week  
Non-Exempt

**This position reports to:** Public Works Director and Parks Foreman

## Position Summary:

Under supervision, this position is responsible for performing at a high level of proficiency all routine and non-routine functions of park and facility maintenance, as assigned.

## Minimum Requirements to Hold this Position:

### 1) Education/Experience/Training:

- High school diploma or GED
- One year of experience in parks and landscape maintenance work

### 2) Knowledge:

- Basic techniques, tools, equipment, and materials used in parks and landscape maintenance
- Occupational hazards and safety practices and procedures related to the work

### 3) Licenses/Certificates/Registrations:

- Valid Pennsylvania Driver's License
- Valid Pennsylvania Commercial Driver's License (CDL); Class A or B – ***Preferred, not mandatory, and open to discussion***
- Valid Pennsylvania Certified Pesticide Applicators License; Category 7 and Category 23- ***Preferred, not mandatory, and open to discussion***

### 4) Ability To Operate or Use The Following:

- Standard office equipment, including but not limited to: computer
- Standard parks and road department tools and equipment, including but not limited to: mowers, chain saw, edger, weed trimmer, power tools, etc.

## Essential Functions of the Position:

- Carry out job functions to maintain public parks/facilities to established standards with or without direct supervision
- Carry out job functions without posing a health or safety threat to self or others. Request assistance when appropriate
- Establish and maintain effective working relationships with co-workers, other departments, vendors, contractors, the public, etc.

- Follow written and verbal instructions
- Safely use a variety of hand and power tools
- Safely operate motorized equipment
- Perform heavy physical and manual labor
- Communicate effectively in writing, orally, and with others to understand and convey information, in a manner consistent with job functions
- Ability and willingness to accept and work occasional scheduled/emergency overtime
- Possess and maintain a valid driver's license and Class A or B, CDL – notification of status change is required within 24 hours of change
- Maintain acceptable attendance standards

**Physical Demands of Job**

- To function in activities involving walking, bending, squatting, reaching, climbing stairs, driving a vehicle
- To work outside in all weather conditions with potential exposure to changing natural conditions such as sun, dirt, dust, pollen, mud, noise, insects, poison plants, etc.
- Ability to see, hear and speak intelligibly
- Ability to lift and carry up to 50 lbs
- Ability to use both hands for repetitive actions

**Examples of Job Duties - This is not an exclusive list but merely a few examples:**

- Maintains all types of landscaped areas through mowing, watering, planting, trimming, weeding, and fertilizing
- Applies insecticides, herbicides, and fertilizers as required
- Operates trucks, tractors, mowers, chippers, and related grounds and tree maintenance equipment
- Cleans and performs minor repairs to park and recreation equipment, buildings, and related facilities
- Maintains and prepares athletic fields
- Picks up rubbish and perform general grounds cleaning
- Assists in the maintenance of sprinkler systems; assists in the maintenance and minor repair of power-driven equipment
- May provide limited work direction to less experienced employees in this classification or to temporary and seasonal personnel
- Performs related duties and responsibilities as assigned
- Performs winter related responsibilities such as plowing and snow removal

**This Job Description is designed to accurately reflect job duties. However, it may not be all inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal laws that do not cause an undue hardship.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

Date Reviewed: \_\_\_\_\_