

# Plumstead Township Job Description

**Job Title:** Parks Maintenance

**Date:** 05/10/2022

**Department:** Public Works

**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 Preferred
- Valid Pennsylvania Certified Pesticide Applicator License; Category 7 & Category 23 Preferred

### 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 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.**