

Forks Township

Job Description Form

Division/Department: Parks and Recreation

Location: Parks Garage

Job title: Parks Laborer

Reports to: Parks Manager

Level/Grade:

Type of position:

Full-time

Part-time

Contractor

Hours 40+/week

Nonexempt

Exempt

General Description:

A general park maintenance position that is responsible for performing a variety of maintenance, repairs, and upgrades to the township park system, township buildings, and athletic facilities as directed by the Parks Manager.

Duties & Responsibilities:

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| <ul style="list-style-type: none">• 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, snow and ice control materials and other maintenance chemicals. | <ul style="list-style-type: none">• Drives snowplow and applies snow control materials; clears snow by hand shoveling where necessary.• 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• Perform daily work orders as assigned• Performs all other duties as assigned |
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Licensing and Certification requirements:

- Individual must have a Pennsylvania driver's license; class A with a driving record that meets the Townships insurance standards.
- Individual must have a Pesticides Applicator License or the ability to obtain one within six months.
- First Aid, CPR, and AED certifications or the ability to obtain within six months.

Work Experience requirements:

- Ability to work outdoors in hot, cold, and inclement weather
- Ability to lift 100lbs. 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.

Education Requirements:

- Individual must have a high school diploma.

Reviewed by:

Approved by:

Title:

Title: