



# Shrewsbury Township York County

## Job Description

### **TITLE: PARKS & FACILITIES MAINTENANCE LABORER**

**CLASSIFICATION:** Full-Time, Hourly (Non-Exempt)

**REPORTS TO:** Township Manager / Maintenance Supervisor

#### **Position Description Summary**

This position is responsible for maintenance activities on township owned parks and properties, including the operation of small and large trucks, tractors, mowers, hand tools, other equipment, and snow clearing duties.

Under the general direction of the Township Manager, the Park & Facilities Maintenance Laborer is directly responsible for general maintenance and inspection of Township parks, buildings, and grounds, including but not limited to: landscaped areas, playgrounds, athletic fields, walking trails, and equipment.

During the off-season, and at the direction of the Township Manager, the Park & Facilities Maintenance Laborer will report to, and take direction from, the Maintenance Supervisor. Duties under the direction of the Maintenance Supervisor include, but are not limited to: road paving and patching, snow plowing, sign maintenance, road right-of-way mowing, and minor vehicle & equipment maintenance.

#### **Essential Job Functions**

1. Develop and maintain a park facility inventory and inspection schedule, with assistance from the Township Manager.
2. Inspect athletic fields, playgrounds, and related structures on a regular basis to determine maintenance and safety needs.
3. Perform manual labor and maintenance of park lands and recreation areas including the maintaining of turf, trees, plants, shrubs, walking trails, and playgrounds which includes, but is not limited to, the pruning of trees and shrubs, planting trees, flowers and shrubs, raking leaves, weeding, and cleaning walks, trails, and courts at Township parks and facilities.

4. Pick up litter and debris around the Township properties and parks.
5. Repair hand tools and complete repairs and maintenance on machinery and equipment.
6. Work with contractors to complete jobs that cannot be completed in-house.
7. Participate in light construction projects.
8. Operate large riding mowers in the mowing of landscaped areas: operates other power equipment in the mowing and trimming of lawn areas, trees, and shrubs, as well as the maintenance of athletic fields and other recreation areas.
9. Perform minor repair and maintenance of parks and recreation equipment, as well as building systems. Coordinate with the Maintenance Supervisor all major repairs or maintenance of parks and recreation equipment.
10. Repair and maintain playground equipment, park benches, picnic tables, and other similar equipment.
11. Under budgetary limitations, maintain an adequate supply of products and materials to perform maintenance duties.
12. Responsible for plowing snow and performing winter maintenance for the Township Roads Department, as needed, under the direction of the Maintenance Supervisor.
13. Attend seminars and workshops as requested by the Township Manager.
14. Position requires work in all outdoor weather conditions throughout the year. Therefore, the individual will be subject to extreme heat and cold necessary to complete work assignments.
15. Other duties as assigned.

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.

## Job Qualifications

- High school diploma or G.E.D. is required.
- Knowledge of basic landscaping and lawn care procedures and materials.
- Some knowledge of the care of light automotive equipment including tractors, power operated lawn mowers, and power operated tools.
- Ability to raise heavy objects (50 lbs. and greater).
- Sufficient physical strength and freedom from disabling defects to perform manual labor for a prolonged period.
- Ability to understand, remember, and follow oral and written instructions.
- Ability to work independently without constant supervision.
- Ability to understand and follow the Townships guidelines and work in a safe and efficient manner.
- Must have good interpersonal skills to work with the public. Must pass pre-employment background check and drug test. Proficiency in written, oral, and telephonic communication.
- Possession of a valid motor vehicle driver's license is required. Must have experience driving a standard shift vehicle or able to learn within one (1) month. Must be able to obtain a CDL (Commercial Driver's License) Class A minimum, within one (1) year of employment.
- Possess or obtain a Pennsylvania Pesticide License in Category 23 within one (1) year of employment.

This job description was duly adopted and entered in records at the Board of Supervisors meeting on the 6<sup>th</sup> day of December 2017.

ATTEST

SHREWSBURY TOWNSHIP  
BOARD OF SUPERVISORS

\_\_\_\_\_  
Todd A. Zeigler, Secretary

\_\_\_\_\_  
Arthur Rutledge, Chairman

\_\_\_\_\_  
William Cox, Vice Chairman

\_\_\_\_\_  
Ann Biser, Member

\_\_\_\_\_  
Robert J. Rennoll, Member

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Paul J. Solomon, Member

I agree to abide by the requirements of this job description.

\_\_\_\_\_  
Employee Name (print)

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

\_\_\_\_\_  
Date