

## MANCHESTER TOWNSHIP

**Job Title:** Parks Department Crew Leader  
**Department:** Public Works  
**Classification:** Full-time (Non-Exempt)  
**Reports to:** Recreation Director

### **Job Summary:**

Leads the Parks maintenance team to ensure that the township parks are clean, safe, well maintained, and appealing in appearance. May assist with other public works projects as needed.

### **Reporting Relationship:**

This position reports to the Recreation Director but will also receive direction from the Public Works Foreman on projects and events. This position receives general supervision and leads park laborers, full time and seasonal, in completing assigned projects.

### **Essential Tasks:**

1. Leads laborers in the maintenance of Township parks and grounds maintenance. Accomplishes results by communicating job expectations; training, and appraising job results.
2. Accomplishes results by performing all ground maintenance such as mowing and trimming, mulching, planting, watering, controlling weeds, raking leaves, shoveling snow, painting parking lot lines, and collecting trash.
3. Performs all building/equipment maintenance such as building or repairs to park equipment, building or repairs to pavilion and park buildings; and maintaining equipment.
4. Assists with township park events by setting up and cleaning up as necessary.
5. Reviews estimates of quantities of materials and supplies necessary to complete projects; may obtain quotes and completes requisition according to township procedures.
6. Keeps Recreational Director and Public Works Foreman informed by reviewing and analyzing projects; summarizing information; and informing of critical incidents.
7. Meets with and/or communicates with Recreational Director as needed to ensure projects are completed for events and other annual maintenance requirements.
8. Visits the township parks on a regular basis to evaluate maintenance needs and schedules as applicable for completion.
9. Maintains professional knowledge by attending educational workshops and reviewing publications.
10. Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.

**Additional Tasks:** Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Manchester Township staff by communicating necessary information, responding to requests, building rapport; and participating in problem solving methods.

## **Job Qualifications**

### **Essential knowledge, skills, abilities, and experience:**

- High School Education or equivalent plus experience in grounds maintenance.
- Knowledge of turf maintenance.
- General knowledge of, and ability to use and operate, common construction and maintenance equipment.
- Basic mechanical aptitude.
- Experience with plumbing, electrical, and general construction preferred.
- Demonstrated ability to lead people and get results through others.
- Ability to work without close supervision.
- Ability to visually inspect parks and grounds to ensure an appealing appearance.
- Willingness to do other public works tasks as assigned.
- Ability to establish and maintain effective working relationships with staff, officials, contractors, and the general public.
- Ability to understand and follow oral/written instructions and communicate orally and in writing.
- Ability to perform manual labor for extended periods of time under adverse working conditions.

### **Physical demands and Work Conditions:**

- Ability to work long hours in peak times and work in outside temperatures and conditions.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which includes operation of assigned vehicles and equipment, frequent lifting/carrying heavy objects, stooping, kneeling, crouching, and crawling, standing for long periods, and using tools and equipment.

### **Licenses, Certification or Registration:**

- Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicles to be operated. CDL License required.
- Pesticide license within one year of employment.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.