MANCHESTER TOWNSHIP

Job Title: **Seasonal Park Maintenance Crew Member**
Department: **Recreation Department**
Classification: **Non-Exempt**
Reports to: **Parks Crew Leader**

Job Summary:

Performs a variety of duties to ensure that the township parks are clean, safe, well maintained, and appealing in appearance.

Reporting Relationship:

This position reports to the Parks Crew Leader but will receive direction from the Recreation Director on events and projects as needed. This position receives general supervision and works according to standards.

Essential Tasks:

1.   Performs all manual duties required to complete assigned projects. May operate hand and/or riding mowers, utility vehicles, chain saws, tree trimmers, hedge trimmers, and hand tools.
2.   Assists in building/equipment maintenance such as building or minor repairs to park equipment, building or repairs to pavilion and park buildings, and maintaining equipment.
3.   Ensures proper operation of equipment by following safety procedures, cleaning equipment, and alerting Supervisor/Leader to needed repairs.
4.   Maintains safety to self and others, vehicles and equipment, and protects vehicles and equipment from vandalism and theft by complying with township policies and procedures. Reports any incidents and accidents immediately.
5.   Assists with township park events as needed and duties as assigned by Parks Crew Leader and Recreation Director.
6.   Keeps Parks Crew Leader informed by reviewing and discussing projects and informing of critical incidents.

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.
➢ Experience with mowing, tree trimming, and general landscaping helpful.
➢ Ability to work without close supervision and work well with others to complete projects and daily duties.
➢ Ability to observe possible safety hazards and react accordingly.
➢ 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.
➢ Able to lift and/or drag weight up to 50 pounds.

Licenses, Certification or Registration:
➢ Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicles to be operated (as needed).
➢ Acceptable motor vehicle history to operate class of vehicle (as needed).

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.