

## **Laborer – Parks & Building Maintenance**

GENERAL DEFINITION - An-employee in the position of Laborer - Parks& Building Maintenance performs a variety of skilled and semi-skilled duties related to the cleaning, maintaining and repairing of equipment and facilities in parks and public property.

REPORTS TO: Maintenance Superintendent (Parks) and/or Facilities Maintenance Employee (BARC)

ESSENTIAL DUTIES:

### **Maintenance and repairs of parks and public grounds to include, but not limited to:**

- Operate parks department vehicles and small tractors in a safe and productive manner.
- Trimming of grass, shrubbery, and trees
- Cleaning and maintaining restrooms and pavilions
- Minor construction and renovations
- Assembling and positioning of various items of playground pieces
- Maintaining of ball fields, picnic areas, and playground equipment
- Prepares site and seeds lawns
- Picks up and disposes of trash and litter
- Check all park areas on a regular schedule to look for problems, vandalism or work needing to be done
- Report any vandalism to supervisor to improve and maintain security of existing facilities
- Maintain inventories and utilize equipment and materials in a safe manner

### **Maintenance and repair of Township Building to include, but not limited to:**

- Snow removal around entrance ways, sidewalks and parking areas
- Assumes total routine tasks, including sweeping, scrubbing, dusting, and polishing floors, washing walls, cleaning rest rooms, windows, walks and fixtures
- Performs minor painting and general repair work
- Request the requisition of cleaning and maintenance supplies and equipment
- Perform other tasks as assigned by immediate supervisor.

WORK HOURS - An employee in this position works four (4) hours per day, twenty (20) hours per week, Monday through Friday, 7:00 AM to 11:00 AM. Additional hours, as needed, is a requirement of this job.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and experience in using a variety of hand and power tools including, but not limited to: mowers, weed whacker, saws, trimmers, etc.
- Knowledge and/or experience in the maintenance trade with knowledge in the skills such as carpentry, painting, plumbing, minor construction and electrical work.
- Ability to understand, remember, and follow oral and written instructions.
- Ability to work independently without constant supervision.

- Ability to respond to a call out at any hour of any day or night.
- Ability to walk, lift and bend while carrying heavy objects.
- Ability to learn and perform new tasks and show initiative to perform these tasks without direct supervision.
- Ability to understand and follow the Townships guidelines to accomplish safe working conditions for its employees.
- Ability to establish and maintain harmonious relations with the public and all employees.
- Sufficient physical strength and freedom from disabling defects to perform manual labor for a prolonged period or lift heavy objects and work under adverse weather conditions.

#### MINIMUM QUALIFICATIONS

EDUCATION: High school diploma or G.E.D.

OTHER: Must hold a valid PA Drivers License