

Sewickley Township Job Description

Job Title: Parks & Recreation Maintenance

Reports To: Parks & Recreation Director

FLSA Status: Non-Exempt

Summary: Responsible for maintenance of township parks, playgrounds, recreation center, and pool by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Performs salting and snow removal as needed.*
2. Opens and closes facility as needed.*
3. Performs cleanup after events.*
4. Performs cleaning and maintenance jobs as instructed. *
5. Performs trash removal, flowerbed weeding and mulching, and litter pickup of facility including parking lot and grounds as needed.*
6. Handles repairs and upkeep of recreation center, pavilions, restrooms, playgrounds, and ball fields. *
7. Performs daily trash pickup and disposal at park, weekly at playgrounds.*
8. Performs pet waste station maintenance.*
9. Opens and closes gates for park usage.*
10. Performs seasonal opening and closing of pool.*
11. Performs daily and weekly pool maintenance and facility inspection including but not limited to valves, drains, and filter systems.*
12. Maintains pool lawn and grounds.*
13. Notifies pool manager of chemical and cleaning agents supply levels.*
14. Keeps safety equipment inspections up to date, inspecting decks, lights, steps, tables, and diving boards for defects.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must also have a valid driver's license and ability to pass all background checks and PA child clearances.

Language Ability:

Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Math Ability:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Education/Experience:

High school diploma or general education degree (GED); and less than one-year related experience or training; or equivalent combination of education and experience.

Knowledge, Skills, and Other Abilities:

- Strong time management skills.
- Strong organizational skills.
- Must present a professional appearance and demeanor at all times.
- Strong management and leadership abilities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands, reach with hands and arms, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions (non-weather), outdoor weather conditions, extreme cold (non-weather), and extreme heat (non-weather).

The noise level in the work environment is usually loud.

Work Hours

12-28 hours per week. Highest from May-September. Some flexibility in schedule. Weekends and evenings on some occasions.