



## East Pennsboro Township 2017 SEASONAL JOB VACANCY NOTICE

**Job Title:** Parks Maintenance

**Department:** Public Works

**Reports to:** Facilities Superintendent

**Shifts:** M-F between 7am-3pm

\*Not to exceed 36 hours a week

**Classification:** Part-Time Seasonal

**Division:** Parks

**Duration:** Between April 1<sup>st</sup>, 2017 – November 3<sup>rd</sup>, 2017

**Hourly Wage:** \$7.50 – \$11.00

The primary responsibilities of Parks Maintenance are to assist the full-time employees in all aspects of maintaining a safe, clean, and polished park grounds. This position is crucial to the overall success of the summer season and directly impacts the overall look and experience of the Township.

### Essential Duties and Responsibilities:

- Assist in general maintenance work, including (but not limited to):
  - Lawn mowing
  - Edging
  - Seeding
  - Cultivating
  - Sod and tanbark laying
  - Spraying for weeds and Bees
  - Painting
  - Fertilizing
  - Hedge trimming
- Pick up and dispose of any litter throughout Township park facilities and empty trash receptacles
- Clean and maintain facilities including (but not limited to):
  - Bathrooms
  - Gazebos
  - Pavilions
  - Playground equipment
  - Concession stands
- Perform inspections of all parks buildings and equipment for damage and safety hazards. Report these findings to Facilities Superintendent immediately
- Drive vehicles, golf carts, gators and other Township equipment
- Treat all assigned materials, tools, and equipment with respect and report any malfunctions or damage in a timely manner
- Able to recognize and prevent safety hazards in job environment while practicing ongoing safe workplace procedures
- Maintain a professional and level headed manner in all interactions and communications with the public and fellow co-workers
- Have a proactive, forward thinking mentality to ensure assigned tasks are completed in a timely and cost efficient manner
- Follow the policies and procedures outlined in The Township Employee Manual
- Any other duties as requested by the Facilities Superintendent

### Required skills and Qualifications:

- A Motor Vehicle Driver License valid in the State of Pennsylvania is required

Please submit completed applications to:

East Pennsboro Township  
Amber Wolfe, Human Resources  
awolfe@eastpennsboro.net  
98 South Enola Drive  
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.