

**Haverford Township
Job Opening / Description**

August 14, 2023

Department: Parks and Recreation

Position: Park Maintenance Laborer – Part time

FLSA: Non-Exempt

Hours: 29 hours per week, days and hours TBD

Wage Rate: \$17.50

Position Summary:

Haverford Township Park Maintenance department is looking for Part time laborers. This position is responsible for maintaining the grounds, equipment and athletic surfaces within the parks of Haverford Township, as directed by the park superintendent and or the department crew leader. This position is responsible for the operation and proper maintenance of assigned vehicles and equipment. This position involves general grounds work on township property and requires skilled operation of equipment such as mowers, line trimmers, motor vehicles and hand tools, as well as manual labor. This position will be expected to work both independently and as part of a team.

Qualifications:

- Applicant must be minimum 18 years of age and have a High School diploma or GED.
- Successfully complete a criminal background screening
- Working knowledge of park maintenance equipment, operation and mechanics, and safe operation of ground keeping equipment.
- Must be able to perform heavy manual labor under varying weather conditions.
- Must be able to take and comprehend oral and written instructions.
- Must be willing to update skills and learn new skills as necessary.

Essential Functions:

- Operates line trimmers, mowing equipment, hand tools and other equipment of moderate complexity for all park maintenance projects: cut grass, brush and other debris; performs manual labor incidental to the work of operating assigned equipment; services and maintains equipment.
- Tolerate considerable walking, standing, lifting and stopping in the performance of duties.
- Work responsibilities are variable with periods of extreme activity. Successful applicant will be required to work 29 hours per week, weekends and holidays during

weather and other emergencies. Performs emergency work as requested by supervisor.

- Uses a variety of hand and power tools. Other equipment to include but is not limited to: grass mowers, chain saws, string trimmers and motorized tools.
- Works under field conditions with unavoidable exposure to inclement weather and a variety of conditions such as dust, allergens, and all outdoor environments. Personal protective equipment and safety gear must be utilized by all park maintenance employees
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.
- And other duties as assigned.

Licenses, Registrations, or Certificates Required:

- Valid Pennsylvania Driver’s License, Class “C”

Physical Demands:

Frequent strenuous physical effort required; ability to lift and carry 50 to 100 pounds. Required to climb, bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in and out of equipment and vehicles. Will be required to work shifts greater than (8) hours during winter and emergency operations.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

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.

Position involves a great deal of bending, squatting, kneeling, climbing, reaching and twisting.

Work occasionally involves responding to angry, frustrated or upset individuals.

Antidiscrimination Policy:

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

Application Procedure: Anyone interested in this position should email the Haverford Township [Application for Employment](#) (found on the Haverford Township Human Resources page) along with their resume to Jason O'Brien at Jobrien@havtwp.org.

Selection Guidelines:

Formal application, rating of experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below, I, the employee, acknowledge that I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

Employee Signature

Date

Human Resources Director Signature

Date