

**TOWNSHIP OF WEST BRADFORD  
POSITION DESCRIPTION**

**TITLE: PART-TIME MAINTENANCE POSITION - SEASONAL  
NON-EXEMPT EMPLOYEE**

**DEPARTMENT: RECREATION**

**LOCATION: VARIOUS SITES IN PARK SYSTEM**

**DIRECT SUPERVISOR: PARKS DIRECTOR**

**POSITION SUMMARY:**

Under general supervision, performs maintenance activities related to the park facilities. Has a working knowledge of the tools and equipment that are used by the Recreation Department. Operates those tools and equipment with reasonable proficiency. Is expected to properly maintain (preventative maintenance) all equipment. Requires awareness and subscription to safety standards associated with working around machinery as well as safety standards associated with working around the general population in a public setting.

**PRINCIPAL ACCOUNTABILITIES:**

- Perform daily park maintenance – including, but not limited to...
  - picking up debris such as trash, cigarette butts, gum, etc.
  - emptying trash cans and installing new plastic bags where needed
  - opening bathrooms & picking up paper debris on floors [cleaning toilets and sinks will NOT be a responsibility of this job]
  - checking entire park(s) for acts of vandalism
  - making immediate repairs when possible [e.g. sanding graffiti off tables, benches, walls, etc]
  - removing branches and twigs from interior of park
  - checking and re-stocking "Mutt-Mitts" as necessary
  - checking playground equipment for loose/damaged fixtures
  - making immediate repairs/adjustments when possible
  - checking all locks [e.g. tennis courts, spring house]
  - light pruning of trees, shrubs, vines
  
- Perform periodic park maintenance – including, but not limited to...
  - thoroughly checking all park hardware for tightness, deterioration, etc.
  - tightening/repairing/replacing parts as necessary
  - using leaf blower to remove leaves & debris from hockey rink areas and to clean off trails, walkways, etc.
  - lubricating all gates/doors off the hockey rink
  - lubricating all locks in park[s]
  - snow removal from trails [manually, using a self-propelled snow blower or plowing with one of the trucks.]
  - weeding and mulching of flower beds and gardens

- Perform other maintenance tasks to improve township facilities.
- Clean and store tools and equipment after use.
- Complete daily inspection reports and daily time sheets.

### **SUPERVISION:**

Work is assigned and reviewed by Parks Director. Direct supervision while on the job site may be by another member of the township staff. Some tasks may require working without direct supervision.

### **EXPERIENCE/EDUCATION/TRAINING/ABILITIES:**

- Position requires a valid driver license.
- Must be at least 18 years of age.
- Ability to operate tools and equipment.
- Ability to carry out written and oral instructions.
- Must be able to lift objects of medium weight and have the mobility and manual coordination to accomplish the tasks listed for this position.
- Ability to cooperate with other township employees and/or volunteers on group tasks.
- Previous work experience and/or education experience that will enable the worker to possess skills necessary in this position.

### **DISCLAIMER:**

The statements are intended to describe the general nature and level of work performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties and skills required to perform the job.

Terms...

- Hours ≈ 20-40 hrs per week
- Preferred hours – vary
- Possible extra hours ...
  - occasional weekend mornings, ≈ 2 hour/day
  - special events
  - monthly Recreation Commission meetings
- Hourly wage = \$8.50 hour
- Medical benefits – none
- Paid vacation – none
- West Bradford Township will supply all materials, supplies, safety equipment, necessary assistance, etc., needed to perform all jobs
- Mileage [at current I.R.S. rate] will be paid when use of your personal car is absolutely necessary to perform your job – mileage will be paid using the Township Building as the starting point.