

**TOWNSHIP OF WEST BRADFORD
POSITION DESCRIPTION**

TITLE:	FLEX POSITION WITHIN THE PARKS AND PUBLIC WORKS DEPARTMENTS
FTE/PTE/OTHER:	FULL-TIME
CLASSIFICATION:	NON-EXEMPT EMPLOYEE
DEPARTMENT:	PARKS AND PUBLIC WORKS
LOCATION:	PUBLIC WORKS GARAGE
SUPERVISOR:	PUBLIC WORKS DIRECTOR AND SUPERVISOR

POSITION SUMMARY

This position is for a full-time employee that would work mainly in the Parks and Road Departments. Under direction, perform road maintenance, park maintenance, property maintenance, and assist in construction activities related to road and park projects. Have a working knowledge of the tools and equipment that are used by the parks and road departments. Requires awareness and subscription to safety standards associated with working around machinery, construction, and highway traffic. This position requires after-hours and weekend on-call status.

Applicants for employment must successfully complete pre-employment US Department of Transportation substance abuse testing, pre-employment physical with lift test, Child Abuse Clearances and Driver License check. Employees are subject to substance abuse testing during employment tenure, as required and/or permitted by law.

PARKS DEPARTMENT DUTIES (including but not limited to the following):

- Picking up trash, cigarette butts, gum, etc.
- Emptying trash cans and installing new plastic bags where needed.
- Opening, inspecting, and cleaning park bathrooms.
- Checking all park(s) for acts of vandalism and making immediate repairs/remediation when possible.
- Checking and re-stocking “Mutt-Mitts” and using “Mutt-Mitts” as necessary.
- Checking playground equipment for loose/damaged fixtures and making immediate repairs/adjustments when possible.
- Checking to make sure locks are installed and operational [e.g., tennis courts].
- Thoroughly checking all park facilities for worn or damaged hardware [e.g. doors, gates, fencing, lighting, and repairing or replacing as necessary.
- Clearing tennis courts and hockey rinks of leaves & debris.
- Inspect walkways, paths, and trails to ensure they are clear of any debris.
- Pressure/power washing various park facilities.
- Snow removal from trails, using a snow shovel, blower, or other equipment.
- Weeding and mulching of flower beds and gardens.

- Lawn mowing and trimming as necessary at various properties.
- Perform other maintenance tasks to improve township facilities such as painting, carpentry, and roofing.
- Clean and store tools and equipment after use.
- Complete daily inspection reports and daily time sheets.
- Other duties as assigned by the Public Works Director or Public Works Supervisor.

ROAD DEPARTMENT DUTIES (including but not limited to the following):

- Operate light, medium, or heavy equipment with reasonable proficiency (dump truck, front end loader, backhoe, compact track loader, and mower. Operate manual and pneumatic maintenance tools, e.g., jackhammer, hydraulic tamper).
- Repair street and sidewalks with asphalt, cold patching materials and concrete using shovel, hand roller, trowel, level, and long-handle tamp; erect and repair guardrail, signs, and channeling devices; excavate, back fill and grade topsoil.
- Operate snowplows to clear streets, sidewalks, and driveways; spread salt, cinder, or stone.
- Survey conditions of roads; inform Road Foreman of poor conditions or problems.
- Replace worn or damaged parts of vehicles and equipment (e.g. hoses, wiring, and belts; perform routine maintenance tasks, e.g. change oil, check fluids, check tires; wash and grease trucks and parts.
- Perform routine road and ground maintenance tasks; cut brush, mow grass, weeds, complete small carpentry, or painting projects; remove refuse and trash.
- Perform maintenance tasks to improve township facilities.
- Clean and store tools after use.
- Complete equipment operation reports and daily time sheet.
- Properly maintain all equipment (preventive maintenance) and have knowledge of its operation.
- May assist the Road Foreman with project evaluation, reports, overseeing equipment maintenance, and safety procedures.
- Other duties as assigned by the Public Works Director or Public Works Supervisor.

PHYSICAL REQUIREMENTS:

Must be able to bend, lift and carry approximately 50 pounds, climb, crawl, and kneel.

ENVIRONMENTAL REQUIREMENTS:

Must be able to withstand the following conditions with the proper safety equipment or clothing provided by the Township: Working with dirt and asphalt, noise, fumes, odors, gases such as carbon monoxide, methane and radon, dust, hazards, and weather conditions.

SUPERVISION:

Work is assigned and reviewed by the Public Works Director, Public Works Supervisor or Department Foreman. Must have the ability to accomplish tasks with and without direct supervision. Will work with different township departments depending on staffing needs of the day.

EXPERIENCE/EDUCATION/TRAINING/ABILITIES:

- Must be available on call for road, snow, parks and building emergencies.
- Class A or B CDL with air brakes is preferred. Or a CDL must be obtained within 12 months of hire.
- Must be able to obtain Certified Playground Safety Inspector (CPSI) certification within 12 months of hire.
- Must be able to operate various types of construction-type equipment and various hand tools with reasonable proficiency in a safe manner.
- 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.
- Must be able to cooperate with other Township employees and/or volunteers on group tasks.
- Previous work experience and/or educational experience that will enable the worker to possess skills necessary in this position.
- Must be at least 18 years old.
- Must have mechanical ability.

PROBATIONARY PERIOD:

This position will be subject to a 12-month probationary period to obtain a CDL and/or Certified Playground Safety Inspector certification. If the applicant already possesses a CDL and/or a Certified Playground Safety Inspector certification, the probationary period will be as outlined in the Township Employee Manual.

CRIMINAL HISTORY AND MOTOR VEHICLE CHECKS:

Applicants for employment must successfully complete pre-employment US Department of Transportation substance abuse testing, pre-employment physical with lift test, Child Abuse Clearances and Driver License check. Employees are subject to substance abuse testing during employment tenure, as required and/or permitted by law or as stated in the Township Employee Personnel Policy Manual. Prior to an offer of employment, candidates will be required to give written authorization for West Bradford to have the required checks and testing scheduled and conducted.

DISCLAIMER:

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

Approved: JY / 04-12-2024