

JOB TITLE: Part Time Seasonal Groundskeeper
DEPARTMENT/DIVISION: Maintenance Department
REPORTS TO: Public Works Supervisor

GENERAL JOB RESPONSIBILITIES

Perform groundskeeping duties such as mowing, trimming, raking, digging and other duties as assigned. Knowledge of basic power equipment and ability to use hand tools as required. This position works from May through September on a part time basis as needed.

SPECIFIC JOB RESPONSIBILITIES

1. Ability to perform hard manual labor using shovels, picks, hand and power tools.
2. Ability to skillfully use basic equipment to trim trees, shrubs, mow grass and trim weeds as well as other groundskeeping functions.
3. Safely and effectively operate trucks and mowers.
4. Ability to work independently, following Borough policies and procedures.
5. Expedites customer interactions quickly and politely.
6. Applies creative problem solving toward meeting Borough goals and follows through on solutions.
7. Uses discretion in speech and action.
8. Maintains a safe, hazard-free work area and demonstrates an awareness of potential public or staff safety issues.
9. Ensures safety practices are used in the performance of job duties.
10. Performs other duties as assigned.

REQUIRED CREDENTIALS

1. Earned high school diploma or GED.
2. Must have a valid PA Driver's license.

REQUIRED PHYSICAL AND MENTAL CAPABILITIES

1. Ability to understand complaints and deal with the public in a courteous fashion.
2. Ability to perform lifting of objects weighing as much as 100 lbs.

3. Ability to remain on one's feet while working for periods as long as 5 hours.
4. Ability to perform hard manual labor.
5. Ability to climb and descend from stairs and ladders as high as 40 feet.
6. Ability to perform work on elevated structures and in confined spaces.
7. Ability to bend, reach, and squat to perform operations and maintenance tasks.
8. Ability to speak, write and understand the English language.
9. Ability to hear and communicate on the telephone, 2-way radio, and in person.
10. Ability to view operations and maintenance reports and documents.
11. Ability to work overtime hours as assigned by management.