Title:	**Parks Maintenance Laborer**		
Reports to:	Parks Maintenance Manager	**FLSA Classification:**	Non-Exempt
Department:	Parks & Recreation		Fulltime

Job Summary:
Under the direction of the Parks Maintenance Manager and Parks Maintenance Crew Chief, this position is responsible for the care and maintenance of parks, municipal grounds, and open space in Forks Township.

Duties & Responsibilities:
- Under general supervision, performs skilled park maintenance work.
- Operates various equipment in the maintenance of grounds such as: line trimmers, 16 ft. mowers, backpack blowers, sprayers, tractors, brush hog, push mowers, front end loaders, snowplows, backhoes, chain saws, dump trucks, various hand tools, etc.
- Ability to perform athletic field maintenance, minor construction projects, turf maintenance.
- Planting and maintaining landscape beds, trees, shrubs, and grass areas.
- Applies weed killer, fertilizer, snow and ice control materials and other maintenance chemicals.
- Drives snowplow and applies snow control materials; clears snow by hand shoveling where necessary.
- Performs custodial tasks and trash/litter removal.
- Provides maintenance on all park equipment to include playground equipment, tables, benches, bleachers, back stops, basketball courts, skate park, tennis courts, etc
- Performs regular maintenance on machinery. Such as, cleaning machines, changing/sharpening blades, greasing, checking fluid levels regularly, etc.
- Keeps pavilions ready and prepared for rental.
- Sets up for special events and ensures the lights, signs, tables, chairs, equipment, and any other items is prepared for the event.
- Perform daily work orders as assigned
- Performs all other duties as assigned

Required Skills & Abilities:
- Ability to carry out assignments and planned activities independently within prescribed limits.
- Individual should have knowledge in minor construction and plumbing, landscaping, and equipment repair and maintenance.
- Individual can operate heavy and light equipment, hand and power tools in a safe and efficient manner.
- Ability to effectively identify, analyze and solve problems.
- Read, interpret, and follow verbal and written instructions.
- Ability to communicate clearly, orally and in writing.
- Work as part of a team, assisting others with a variety of job tasks; maintain a good working relationship with supervisors, coworkers, contractors, and the public.
- Work a variety of hours including some nights, weekends, and holidays, maintaining regular, reliable attendance.
- Ability to establish and maintain effective working relationships with other employees and residents.

Approved: 12-05-2024
Revised:

Education & Experience:

- Must have a high school diploma.
- Any equivalent training and experience that would likely provide the required knowledge, skills, and abilities to successfully perform the essential functions of the job is qualifying.

Physical Requirements:

- Must be able to lift up to 100lbs without difficulty
- Ability to work outdoors in hot, cold, and inclement weather
- Ability to maintain balance, walk, sit, stoop, bend, kneel, stand and reach; climb and descend ladders and walk on a variety of surfaces

Licenses & Certificates:

- Valid driver's license
- Pesticides Applicator License with category 23(park or school pest control) or the ability to obtain within six months
- Valid First Aid and CPR certification or the ability to obtain one within six months

NOTE: This job description is not intended to be all-inclusive. The duties described may be changed or reassigned at the discretion of management, and the employee may be required to perform duties that are not listed in the job description.

Signatures - This job description has been approved by:

Employee: _____ Date: _____

Township Manager: _____ Date: _____

Department Manager: _____ Date: _____

An Equal Opportunity Employer

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Approved: 12-05-2024
Revised: