

DOVER TOWNSHIP

JOB DESCRIPTION

TITLE: Parks, Grounds and Facilities Maintenance Worker

DEPARTMENT: Public Works

DIVISION: Building, grounds and Facilities

POSITION: Maintenance Level III

REPORTS TO: Facilities Superintendent

GENERAL SUMMARY: Under direct supervision, repair, upgrade and maintain Township parks, grounds and buildings. Assist in preparations of township events, perform maintenance tasks, repair/ improve township facilities, parks and grounds. To complete tasks of facilities maintenance, and other tasks assigned to the facilities division or facilities worker.

Requirements: Commercial Drivers License, , NIMS 100, 200, 700, Available for emergency call in, Available to work beyond scheduled hours, Willingness to teach and share information

It is the expectation of the facilities superintendent to ensure that all facilities personnel maintain an exemplary standard of personal integrity, and ethical conduct in their relationships with each other and with the public at all times. All facilities personnel must conduct themselves in a reasonable manner that is beyond reproach.

Required Training, Licenses, Certifications: C.D.L. certification with- in six months of hire

NIMS First available class of hire

Acquire weed spray tech six months of hire

Flagging Certification

Attend available gardening / pruning / landscaping trainings

Definitions:

NIMS- National Incident Management System

Operate- ability to safely maneuver, drive, excavate, backfill, grade, work in close quarters, recognize markings, understand equipment, limitations of the equipment, fluid levels, tire pressures, centers of gravity, weight limits, attachments, small power equipment and has demonstrated the skill to operate maintenance level III equipment.

S.O.P. Buildings and Grounds -Standard operating procedure

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate appropriate equipment to complete tasks, (listed in this job description) and be able to perform as a skilled worker or laborer as required under general supervision.
2. Perform preventive maintenance as outlined in Parks- Standard operating procedures (S.O.P.) by frequency, daily, weekly, monthly, bi-annual and annually
 - a. Filters-furnace HVAC all buildings
 - b. fuel pumps- filters
 - c. Trash collection and dog stations
 - d. Winterizing parks and buildings
 - e. Organize tables and chairs for township functions
 - f. Others as listed in the S.O.P./ Duties
3. Perform maintenance as required to keep all facilities and parks safe and in good order
 - a. Replace light bulbs
 - b. Repairs to lavatory facilities
 - c. Repair and clean broken glass / Vandalism / Graffiti
 - d. Clean and sanitize excrement or other bodily fluids
 - e. Repair tables and chairs
 - f. Repair park benches and picnic tables as needed
 - g. Gardening /weeding/ weed spraying/ tree trimming- pruning
 - h. Installation of mulch / landscaping and safety surface
 - i. Minor carpentry repairs
 - j. Minor electrical repairs
 - k. Minor plumbing repairs
 - l. Minor masonry repair
4. Parks and grounds preparations for spring/ summer
 - a. Open park bathrooms / clean / stock / adjust water valves toilets, urinals, sinks
 - b. Shut off propane fuel tanks to all park out buildings
 - c. Clean winter debris from parks
 - d. Rake remaining leaves and debris from around buildings, flower beds and gardens
 - e. Sweep sidewalks and parking lots from stones left from cindering over the winter
 - f. Replace displaced parking bumpers from snow plows during winter snow removal
 - g. Place salt and snow shovels in storage
 - h. Replace instant hot water heaters
5. Parks and grounds preparation for winter
 - a. Fill all propane fuel tanks
 - b. Turn off all water in unheated buildings
 - c. Drain water lines in all unheated buildings
 - d. Remove instant hot water heaters and drain
 - e. Winterize with insulated panels on appropriate buildings
 - f. Place salt and snow shovels around all buildings required

6. Brush collection
 - a. Assist in curb side brush collection
 - b. Follow all curb side collection safe practice procedures as per buildings and grounds S.O.P. / Safety
 - c. Follow all highway safe practice procedures as per Dover Township safety policies
7. Leaf collection
 - a. Assist in curb side leaf collection
 - b. Follow all curb side collection safe practice procedures as per buildings and grounds S.O.P. / Safety
 - c. Follow all highway safe practice procedures as per Dover Township safety policies

SEASONAL RESPONSIBILITIES:

Departments of Dover Township face tasks during the year that require the assistance of all departments, during these events all employees of all departments are involved, report to the host department supervisor for instruction. Examples of these events are leaf collection, snow removal parking lots, highway snow plowing, large events or projects.

SKILLS / ABILITIES:

To safely *operate* power tools, chain saws, hammers, hammers, weed eaters, and all necessary power equipment used.

To understand and follow all safety practices of Dover Township in use in all tasks, work, events

To safely climb ladders, ascend to a roof top via ladder

To work in close or confined space- (i.e. under sinks, toilet stalls)

To work in adverse weather conditions in extended period of time

To work independently or as part of a group

To shift from job to job while multi tasking requests or minor emergencies

The above statements and descriptions are intended to describe a general overall presentation of the work and skills needed. This job description is not intended to be a limited to the involvement, duties and responsibilities listed. This job description is a presentation and representation of tasks that are involved for the facilities division of Dover Township