



HOPEWELL TOWNSHIP, CUMBERLAND COUNTY

415 Three Square Hollow Road, Newburg, PA 17240-9333

Board of Supervisors 2024

Tyler R. Gamble, Chairman
John Cover, Vice Chair
David M. Elliott, Roadmaster

Jamie Kensinger, Secretary/Treasurer
Haileigh Diehl, Assistant Secretary/Treasurer
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HOPEWELL TOWNSHIP JOB DESCRIPTION

TITLE: Lead Park Maintenance Worker

DEPARTMENT: Public Works

CLASSIFICATION: Full-Time/Part-Time,
Hourly (Non-Exempt)

HOURS: As Required

REPORTS TO: Roadmaster & Board of
Supervisors

RATE: Negotiable Based on Experience

JOB CLASS: Maintenance I

POSITION SUMMARY: This position is responsible for maintaining the grounds, equipment and athletic surfaces at the Hopewell Township Park, as directed by the Roadmaster and Supervisors. This position is responsible for the operation and proper maintenance of assigned vehicles and equipment. This position involves general grounds work on township property and requires skilled operation of equipment such as mowers, line trimmers, motor vehicles and hand tools, as well as manual labor. This position will be expected to work both independently and as part of a team.

ESSENTIAL FUNCTIONS:

- Ensure rented pavilions are ready for use
- Keep splashpad clean, safe, and suitable for use
- Performs basic electrical, plumbing, carpentry, and other maintenance on Township owned buildings, vehicle equipment and Park assets
- Operates laborer tools and equipment including rakes, shovels, hammers, chain saws, mowers, weed eaters, leaf blowers, etc. for maintenance functions including but not limited to tree removal, mowing, landscaping, athletic surfaces management, preparing soil, planting, and cultivating grass and other plants and shrubbery
- Performs daily cleaning and maintenance duties such as trash pickup at Township restrooms, at Township recreational facilities such as pavilions and picnic areas
- Operates mowers and applies pesticides (when certified) ensuring Parks are maintained in a pristine fashion
- Keeps Township parking lots, sidewalks, free of dirt, gravel, leaves and snow
- Performs rough carpentry, cement finishing, and maintenance on Township owned parks and properties, street signs and traffic control devices, storm sewers, and other drainage structures
- Maintains playing fields, playgrounds, ensures proper turf management, pavilions, Township paths, mulch of all park trees and gardens
- Procures job related materials and supplies at all times
- Ability to work safely in all areas

- Operates line trimmers, mowing equipment, hand tools and other equipment of moderate complexity for all park maintenance projects: cut grass, brush and other debris; performs manual labor incidental to the work of operating assigned equipment; services and maintains equipment.
- Tolerate considerable walking, standing, lifting and stopping in the performance of duties.
- Work responsibilities are variable with periods of extreme activity. Successful applicant will be required to work 29 hours per week, weekends and holidays during weather and other emergencies. Performs emergency work as requested by supervisor.
- Uses a variety of hand and power tools. Other equipment to include but is not limited to: grass mowers, chain saws, string trimmers and motorized tools.
- Works under field conditions with unavoidable exposure to inclement weather and a variety of conditions such as dust, allergens, and all outdoor environments.
- Personal protective equipment and safety gear must be utilized by all park maintenance employees
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.
- And other duties as assigned.

Physical Demands:

- Frequent strenuous physical effort required; Ability to pull, push, move, lift, and/or transport 60 pounds. Required to climb, bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in and out of equipment and vehicles.
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.
- Performs all other duties assigned

POSITION REQUIREMENTS:

Experience, Education, Licenses/Certifications:

- Landscaping experience preferred
- High School diploma, GED or educational equivalent preferred
- Must successfully complete a criminal background screening
- Valid driver's license at hire
- Working knowledge of park maintenance equipment, operation and mechanics, and safe operation of ground keeping equipment.
- Must be able to perform manual labor under varying weather conditions.
- Must be able to take and comprehend oral and written instructions.
- Must be willing to update skills and learn new skills as necessary.

General Knowledge/Abilities:

- Ability to direct part-time associates and delegate tasks
- Ability to cooperate with co-workers as member of a team
- Ability to work independently but remain flexible in accordance with demands of schedule and work with team to achieve objectives
- Ability to communicate effectively and understand directions
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to prepare accurate records for documented work and certification

- Ability to perform manual labor with basic building and grounds equipment, including shovels, picks, mowers, etc., in all types of weather conditions
- Ability to work evenings and/or weekends not included in normal work hours
- Ability to function independently, have personal integrity, flexibility and the ability to work effectively with the public and fellow employees daily
- Ability to execute the policies and procedures of Hopewell Township
- Ability to fluently speak and read the English language along with understanding and following both written and verbal direction daily

Application Procedure: Anyone interested in this position should email their resume to admin@hopewelltownshipcc.com with the subject: [Application for Employment](#).