



HOPEWELL TOWNSHIP, CUMBERLAND COUNTY

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

Board of Supervisors 2025

Tyler R. Gamble, Chairman
Ted Diehl, Vice Chair
John Cover, Roadmaster

Jamie Kensinger, Secretary/Treasurer
Haileigh Diehl, Assistant Secretary/Treasurer
Sean Shultz, Solicitor

HOPEWELL TOWNSHIP JOB DESCRIPTION

TITLE: Part-Time Park Maintenance Worker

DEPARTMENT: Public Works

CLASSIFICATION: Part-Time, Hourly

HOURS: As Required (up to 31 hours a week)

REPORTS TO: Roadmaster & Board of Supervisors

RATE: Negotiable Based on Experience

JOB CLASS: Maintenance

RESUME REQUIRED

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 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
- 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
- Maintains playing fields, playgrounds, ensures proper turf management, pavilions, Township paths, mulch of all park trees and gardens
- 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

- 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
- Basic mechanical skills with ability to perform routine service on park equipment and tractors
- 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:

- 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 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 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 as assigned
- Ability to function independently, have personal integrity, flexibility and the ability to work effectively with the public and fellow employees daily

Application Procedure: Anyone interested in this position should email their resume to admin@hopewelltownshipcc.com with the subject: **Application for Employment.**



HOPEWELL TOWNSHIP JOB DESCRIPTION

Other

- Employee must be able to report within 1 hour to an off-hour call back
- Employee must be able to take and pass random drug tests

DISCLAIMER: In the performance of duties, I may be privy to information, which may include financial and/or personnel data. I understand the need for and shall adhere to a strict policy of ethical conduct and confidentiality in all matters pertaining to this position.

I understand the above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, _____ have read the above description and fully understand the requirements set forth therein and understand this job description is subject to change at any time. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have received a duplicate of this document for my records.

Employee

Date

Roadmaster

Date