

Job Title	Seasonal Parks, Maintenance and Facilities Laborer	Prepared By	Mike Kremnitzer
Department	Operations	Prepared Date	4/3/24
Reports To	Parks, Maintenance and Facilities Manager	Approved By	Board of Trustees
FLSA Status	Non-exempt	Approved Date	4/17/24
Telework Eligible	No	Supervises	None
Work Schedule	Seasonal from May 1 st through August 31 st , 7am – 3:30pm Monday through Friday with opportunities for overtime		

Job Summary

This position is responsible for the general maintenance, repair, and safety of Township parks (7), trails, fire stations (2), aquatic center, and Township Hall.

Essential Functions

1. Perform janitorial duties such as cleaning the interior and exterior of buildings and free-standing restrooms, trash removal, remove debris and dead animals from grounds, landscaping, etc.
2. Perform light maintenance projects such as painting, electrical, light carpentry, plumbing, etc.
3. Perform snow removal for buildings, sidewalks, parking lots, skating pond and trails.
4. Perform landscaping duties such as spraying of pesticides and herbicides, trimming, weeding, mowing, seeding, pruning, planting, mulching, etc.
5. May operate light to heavy equipment including pickup truck, dump truck, backhoe, tractor, mower, chain saw, snowplow, salt spreader, leaf blower, chipper, trimmer and more.
6. May operate a variety of hand tools including shovel, pickaxe, sledgehammer, wrench, screwdriver and more.
7. Execute the set up and take down of chairs, tables, etc. for special events.
8. Inspect and repair playground equipment, field conditions, signage and all bike and pedestrian trails.
9. Perform routine maintenance and cleaning on various tools and equipment.
10. Perform special projects as necessary.
11. Support Public Works department as necessary.
12. Other duties as assigned.

Education, Experience and KSA's

1. Basic knowledge of mechanical systems such as HVAC, electrical, etc., as well as general knowledge of carpentry, painting, and similar trades.
2. Basic knowledge of best practices for the cleaning and maintenance of buildings and grounds.
3. Basic knowledge of safety practices and procedures.
4. Basic ability to detect and repair broken or malfunctioning tools, equipment, or apparatus.
5. Advanced ability to see what needs to be done and do it without being told.
6. Advanced ability to communicate professionally with staff and residents.

Physical, Mental and Environmental Requirements

1. Must be physically capable of performing a wide variety of physical tasks including walking, sitting, lifting, crouching, or kneeling for extended periods of time with excellent stamina.
2. Regularly works near moving mechanical parts.
3. Regularly exposed to inclement weather, heat, humidity, dust, and asphalt.
4. Work at high elevations and in confined spaces.

5. Job requires ability to work with tools, lumber, and materials.
6. Must be able to lift, push, pull, or carry (50lb) objects.
7. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination.
8. Noise level may be loud occasionally.
9. Hazards associated with the construction industry, including conditions with moderate risks which require planned safety precautions for limited periods of time.
10. Position works under general supervision. Duties may require the exercise of judgement with questionable cases referred to supervisor. Work is reviewed by supervisor for accuracy and overall adequacy.
11. Works with others internally and externally exchanging information, answering questions, resolving issues.
12. Must possess a valid State of Ohio Driver's License and acceptable driving record, with constant maintenance of eligibility to operate a motor vehicle under the acceptability standards of the vehicle liability insurance carrier of Orange Township.
13. Must satisfactorily complete motor vehicle record check, drug screening, background check, and physical exam.

ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed. However, this is not a complete list of qualities, skills, efforts, duties, responsibilities or environmental conditions associated with this position.

This job description can be changed at any time by the Board of Township Trustees of Orange Township, with or without notice. This job description is not an employment contract, express or implied. All employees, unless under a Collective Bargaining Agreement or similar contract approved by the Board of Trustees, is an at-will employee and either the employee or Orange Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Orange Township has the authority to enter into an agreement with an employee that is contrary to the foregoing. I acknowledge that I have received and reviewed this job description and have been provided the opportunity to discuss the scope of this position and requirements.

Employee:		Date:	
-----------	--	-------	--