

SPRINGFIELD TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Parks Summer Laborer	Name of Incumbent:	
Office/Division:	Parks Department	Employment Status:	Seasonal; Part-time
Reports To:	Parks Director	FLSA Status:	Non-Exempt
Hours:	Varies according to needs; Can include Weekends		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education (high school diploma or GED equivalent) or currently attending high school or actively enrolled in a recognized GED program, or any combination of education, training, and experience which provides the required knowledge, skills, and abilities; must be at least 16 years of age; must be able to perform manual labor for extended periods of time; if a student, must reside in Springfield Local School District.

LICENSURE OR CERTIFICATION REQUIREMENTS:
None required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: building and grounds maintenance and repair practices methods, tools, and equipment; safety practices and procedures; township policies and procedures*.

Skill in: use and care of hand and power tools and shop equipment; operation of light motorized equipment.

Ability to: follow detailed instructions; perform heavy manual labor for extended periods of time in often adverse conditions; develop and maintain effective working relationships; communicate effectively with coworkers, superiors, and the general public.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Operates riding or push mower to mow grass; cuts brush; picks up litter and empties waste cans; assists with maintenance of athletic fields; makes minor repairs to playground equipment or parks facilities; paints picnic tables, benches, containers, shelters, restrooms, etc.; cuts weeds; plants flowers; waters flowerbeds.
2. Performs other routine maintenance within the parks as assigned.
3. Inspects facilities for vandalism; ensures facilities are properly locked; provides assistance to other departments as requested.
4. Maintains required licensures and certification, if any.

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4. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
5. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
Mower, weed eater, posthole digger, and other light equipment or hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings and/or elevated platforms; ascends and/or descends ladders, stairs, or scaffolds; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85 db (e.g., mower, chainsaws); exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment or machines (e.g., mowers, chainsaws, trimmers); exposed to possible injury from falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; occasionally lifts objects 80 pounds or less; frequently carries objects 50 pounds or less; frequently pushes objects 80 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)