



## Park Caretaker

**Job Title:** Park Caretaker

This position is part-time seasonal. Work hours vary Monday through Sunday, May – September, including holidays, and additional hours may be available beyond the summer season.

**Job Description:** Park Caretakers are responsible for the general maintenance, custodial duties, and clean-up of the parks and facilities SROSRC manages. General tasks include, but not limited to: removal of garbage, recycling, cleaning restrooms, etc. General maintenance such as landscaping, weed trimming, pruning, mowing, and painting. The Park Caretaker operates municipal vehicles to assist with performing job duties; must maintain a valid driver's license.

This position requires lifting 50 pounds or more, sitting, standing, and walking outdoors (in different weather conditions) for multiple hours.

This position is exempt and not eligible for overtime. Park Caretaker staff reports to and is accountable to the Park Stewardship Manager.

**Work Activities:**

- Perform landscaping and maintenance duties at parks and recreation facilities
- Operate small power equipment such as, but not limited to, lawn mowers, chain saws, tampers, snow blowers, weed whackers, and other equipment and hand tools used in maintenance operations
- Operate zero turn mower
- Operate motor vehicles to transport personnel, equipment, and supplies to and from job sites
- Perform maintenance and custodial duties at buildings, grounds, and facilities located within and outside of SROSRC parks
- Perform maintenance on parks and recreation vehicles and equipment such as but not limited to automotive components, making minor repairs, etc.
- Monitor and maintain order in parks by enforcement of park and facility rules, regulations, and procedures
- Prepare park pavilions for group reservations
- Communicates maintenance and supply needs to the Park Stewardship Manager
- Work hours are assigned by the Park Stewardship Manager; must be punctual and dressed appropriately (staff shirt provided)
- Must be able to work May through September; additional hours may be available
- Participates in staff orientation and trainings
- Ability to diffuse escalating situations
- Completes other tasks as assigned by the Park Stewardship Manager
- Works well with others and respectful to participants, coworkers, and supervisors
- Valid driver's license with no driving restrictions and passing of municipal vehicle safety test

**Clearance Required:**

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check [http://www.pa.cogentid.com/index\\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm) (Dept. of Human Services)
- American Red Cross Adult/Child CPR/AED and First Aid Certification (training will be available)