

THE COUNTY OF NORTHAMPTON
PARKS AND RECREATION DEPARTMENT
POSITION DESCRIPTION

TITLE: Recreation Maintenance/ Grounds Keeper

REPORTS TO: NCPR Director

SALARY: Part-time

EMPLOYMENT DATES: Seasonal

GENERAL DESCRIPTION:

Under the supervision and guidance of the Northampton County Parks and Recreation Department Director, the recreational maintenance/ grounds keeper performs a variety of tasks involving grounds keeping, and maintenance duties of the Indiantown Park softball field, soccer/football field, and disc golf trails.

JOB REQUIREMENTS:

1. Minimum age of 18 years at time of employment.
2. Current CPR and First Aid certificates by time of employment.
3. Must complete any mandatory staff training that is held.
4. Employee will be required to clear a criminal background check in order to work in the program.

PRIMARY DUTIES AND RESPONSIBILITIES includes but is not limited to:

The Northampton County Parks and Recreation Department reserves the right to add or delete essential job functions:

- Regular attendance and punctuality
- Complete all training deemed necessary by the Northampton County Parks and Recreation Department in order to perform well in this job and receive all certificates necessary for this job (i.e. CPR, First Aid).

ASSESTS/RESPONSIBILITIES:

To perform this job successfully, an individual must have reasonable knowledge of the game of softball with an emphasis on the rules specific to the Northampton County Parks and Recreation Maintenance/Grounds Keeper.

This person:

- Maintain Indiantown Park's softball field, soccer/football field, and disc golf trails.
- Minor ground maintenance duties as needed
- Performs labor in maintenance of Northampton Parks and Recreation's ground equipment (i.e. gator, lawn mowers)
- Operates gator and lawn mower equipment related to performance of assigned tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms, talk and hear. The employee is occasionally required to stand, run, walk, climb, balance, stoop, kneel, crouch, and/or crawl.

Work involves heavy physical activity in areas such as lifting, pulling, pushing, crawling, and climbing in maintenance of equipment and facilities.

The employee must occasionally lift and/or move up to 100lbs.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

UNAVOIDABLE HAZARDS:

The position is exposed to no unusual environmental hazards.

While performing the duties of this job, the employee frequently works in inside and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment can occasionally be loud.

EFFECT ON END RESULTS:

This position has a primary impact on the Northampton County Parks and Recreation Department Sports Programs. This position will have an impact on the success of the program and all participants that use it. Therefore, the effectiveness of the fulfillment of this position should be measured by:

1. NCPR participants will experience a safe and nurturing environment.
2. Meet performance standards.
3. All programs and program areas will be safe.
4. Programs will meet the needs of the Northampton County community.
5. Games will be officiated well with relatively few mistakes and progress shall be shown as the season progresses.
6. Sports officials will receive positive evaluations most of the time.
7. Children will report positive feedback most of the time.
8. Coaches and other volunteers will have positive feedback about the program and the staff member most of the time.
9. Parents will give positive evaluations of the program and the staff member most of the time.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

Northampton County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

The Northampton County Parks and Recreation Department requires at least one letter of reference at the time of the interview.