

FULL TIME PARKS DEPARTMENT EMPLOYEE

The Borough of Mount Joy Parks Department is accepting applications for one fulltime position. Employee will work 40 hours per week with potential for overtime. Duties include but are not limited to: parks maintenance and snow removal. Additional duties may include street maintenance and repair, stormwater management, facility maintenance and repair and more. Experience in any or all areas is helpful, but not required. On-call availability outside regular work hours is required. A valid driver's license is required. Successful candidate will have or will obtain within six months of hire, a Commercial Driver's License (CDL), minimum Class B with Air Brake Endorsement and Pa Department of Agriculture Pesticide Applicators License with required category certifications.

This is a fulltime permanent position. Benefits include health insurance, retirement, paid vacation, holidays, 457 Plan and more.

Applications can be obtained at the Borough Office, 21 East Main Street, Mount Joy, (717)-653-2300 or on the Borough Website: www.mountjoyborough.com

Applications will be accepted until the position is filled. All previous applicants may reapply.

Please submit applications (required) and resumes, to Dennis Nissley, Borough Public Works Director by hard copy or email to dnissley@mountjoypa.org

Posted 7/14/2023

MOUNT JOY BOROUGH
JOB DESCRIPTION

TITLE: Parks Maintenance Technician

DEPARTMENT: Public Works- Parks

GENERAL SUMMARY: Under general supervision, repair, upgrade and maintain parks and grounds, and perform other general maintenance tasks to improve grounds and facilities. May operate equipment or drive truck, or perform skilled work depending on level of experience and training, and needs of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate equipment or drive truck, with little or no supervision or guidance, including tractor, mower, dump truck, front end loader and backhoe; mow grounds, clear sidewalks, park streets, parking lots and bridges of ice and snow; load and haul materials, dirt or debris.
2. Perform a variety of parks maintenance projects in accordance with seasonal demands and department priorities;
 - a. perform grounds maintenance to parks and other borough properties and grounds, e.g., remove trash, apply fertilizer and/or pesticides, mow grass, trim shrubs and weeds, fill holes, plant trees and shrubs
 - b. construct and fabricate structural features at parks and other borough properties e.g., shelters, signs, bulletin boards, benches, lockers, ramps, etc.; perform carpentry, painting and masonry; pour concrete; perform electrical and plumbing tasks
 - c. landscape grounds, gardens and trails, e.g., create/clean out beds for planting; seed, plant, aerate, prune, mulch, water, fertilize, weed; trim trees and shrubs; apply pesticides
 - d. install, inspect repair and maintain playground equipment, e.g., assemble, examine structures and surfaces
 - e. collect leaves, i.e., rake and gather leaves, load, and unload truck
 - f. clear storm drains
 - g. repair wash outs from floods or storms; repair sinkholes
 - h. identify and remove fallen and hazardous trees
3. Perform non-routine maintenance for park facilities; change light bulbs, perform minor repairs and preventative maintenance.
4. Perform winter maintenance operations including application of salt and antiskid materials and snow plow operation to clear roads.

JOB SPECIFICATIONS:

*indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. Examples of acceptable qualifications for this position is a High School Diploma, GED or the equivalent and related work experience and training in parks maintenance, landscaping or other areas related to the position.

Possession of and the ability to maintain the following is required:

- a valid PA Commercial Driver's License (CDL), minimum Class B with Air Brake Endorsement
- a Public Pesticide Applicator's license/certification for Parks and Public Rights of Way (through PA Department of Agriculture).
- Maintain current flagger certification

If these certifications are not held, employee must have the ability to obtain it within 6 months from date of hire.

Knowledge:

- Advanced knowledge of parks maintenance standards, practices and procedures, including pesticides application, playground safety inspections and soil testing and tree care.*
- Thorough knowledge of safety practices and procedures for department operations.
- Thorough knowledge of department policy, procedure and work rules.
- Thorough knowledge of equipment operation procedures.

Skills:

- Operation of light, medium and heavy equipment, manual, pneumatic and power tools
- Operation of manual and power tools.
- Basic operation of computer

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 in order to achieve unit objectives.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to prepare accurate records.
- Ability to measure distances, add, subtract, multiply and divide.
- Ability to demonstrate physical fitness, to include occasional moderate weight lifting (15-50 lbs.) And occasional heavy lifting (over 50 lbs), standing, sitting and walking for long periods of time, frequent bending and reaching, pulling or pushing.
- Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and equipment.
- Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.
- Ability to demonstrate polite and courteous manner toward the general public.

Working Conditions:

Work is frequently performed around hazardous machinery, and occasionally around hazardous substances, and can involve some threat to personal safety if safety standards are not observed. Work frequently is performed in inclement weather. Work requires being on-call as scheduled and involves responding to emergencies on a twenty-four hour basis, especially during winter weather events. Work may require extended periods of time on the job. Work may require working overtime hours to complete projects.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Parks Superintendent
FLSA STATUS: Non-exempt
DATE: June 2015



**BOROUGH OF MOUNT JOY
MOUNT JOY BOROUGH AUTHORITY
APPLICATION FOR EMPLOYMENT**



An equal opportunity employer

LAST NAME

FIRST

MIDDLE INITIAL

PRESENT ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER (DAY)

(EVENING)

POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING: _____

CHECK PREFERRED STATUS: ___ Full-time ___ Part-time ___ Seasonal ___ No Preference ___ Other: _____

DATE AVAILABLE TO START: _____

Are you over the age of 18? ___ yes ___ no If **no**, state your age: _____

Are you willing to work overtime, if necessary? ___ yes ___ no

Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation?
___ yes ___ no

Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense? If yes, state the nature of the offense, date, city and state:

Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.

During the past ten years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? ___ yes ___ no

Do you have the legal right to work in the United States? yes no

RECORD OF EDUCATION
(LIST SCHOOLS FROM WHICH YOU OBTAINED A DEGREE OR CERTIFICATION)

SCHOOL NAME	LOCATION	COURSE OF STUDY	DATES	DEGREE/CERT.
High School				
College				
Graduate				

RECORD OF PREVIOUS EMPLOYMENT

(PROVIDE INFORMATION ON THE PREVIOUS 10 YEARS OF EMPLOYMENT. INCLUDE MILITARY SERVICE.)

PRESENT EMPLOYER		POSITION(S) AND / OR DUTIES PERFORMED
Name:	From:	
Street Address:	To:	
City, State, Zip:	Starting salary:	
Supervisor:	Ending salary:	
Phone Number:	Reason for leaving:	

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE? ____ YES ____ NO

MAY WE CONTACT YOUR PRESENT EMPLOYER? ____ YES ____ NO

PREVIOUS EMPLOYER		MONTH / YEAR	POSITION(S) HELD AND DUTIES PERFORMED
Name:	From:		
Street Address:	To:		
City, State, Zip:	Starting salary:		
Supervisor:	Ending salary:		
Phone Number:	Reason for leaving:		

NEXT PREVIOUS EMPLOYER		MONTH / YEAR	POSITION(S) HELD AND DUTIES PERFORMED
Name:	From:		
Street Address:	To:		
City, State, Zip:	Starting salary:		
Supervisor:	Ending salary:		
Phone Number:	Reason for leaving:		

NEXT PREVIOUS EMPLOYER		MONTH / YEAR	POSITION(S) HELD AND DUTIES PERFORMED
Name:	From:		
Street Address:	To:		
City, State, Zip:	Starting salary:		
Supervisor:	Ending salary:		
Phone Number:	Reason for leaving:		

