

## **POSITION DESCRIPTION**

Job Title: Seasonal Recreation Laborer

Department: Recreation Division

Immediate Supervisor: Borough Manager/Secretary

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### **Position Objective:**

The Seasonal Recreation Laborer will assist the Recreation Maintenance Laborer with the general maintenance and upkeep of Borough parks, recreation, and open space grounds, facilities, and buildings. The primary responsibilities of the Seasonal Recreation Laborer includes mowing, trimming, mulching, painting, weed spraying, fence and barrier maintenance, rain garden maintenance, and brush cutting the Borough's municipal and community facilities. The employee regularly will use both power and manual tools and operates power equipment. This position will work together with the Recreation Maintenance Laborer and will report directly to the Borough Manager/Secretary.

### **Essential Duties and Responsibilities:**

- Cleans, mows, edges, trims, mulch, paints, brush cuts, and removes leaves at the following Borough facilities: Denver Memorial Park and Playground, the Denver Park Annex, the 4<sup>th</sup> Street Playground, the Denver Community Pool, Bon View Estates Linear Park, Denver Borough Municipal Building, Borough Garage, Borough Lot, Denver Heights Well, the Filter Plant, and the Sewer Lift Station.
- Operates power tools and equipment such as riding and push mowers, hedge trimmers, weed whackers, leaf blowers, mulchers, riding power equipment, and other equipment as assigned.
- Picks up refuse and litter from grounds; cleans recreation areas and adjacent buildings; empties trash containers into commercial dumpsters.
- Seeds or sods lawns; prepare areas for planting trees, bushes, and flowers; removes clippings, leaves, and debris from grounds area; prunes trees and bushes using hand and power tools; weeds and fertilizes; repairs and paints picnic and playground equipment.
- Provides required maintenance services to the Borough's rain garden facilities.
- Plants, prunes, and trims bushes, shrubs, and trees. Places and removes sod and other landscape materials.
- Assists with the layout, conditioning, striping, and preparing athletic fields for use.
- Cleans and performs various custodial duties within buildings and facilities, including emptying trash and cleaning rest rooms at the Borough's recreational facilities.
- Reports to the Recreation Maintenance Laborer any unusual problems and suggests possible solutions.
- Performs related work as required.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of the methods, materials, tools, and equipment used in the care of park grounds and the principles and practices of grounds and turf maintenance.
- Ability to operate equipment and hand and power tools associated with landscaping and grounds maintenance.
- Ability to communicate clearly and concisely.
- Knowledge of the methods and tools used in this work.
- Ability to convey basic information orally and in writing.
- Ability to perform a variety of manual tasks.
- Ability to interact positively, professionally, and courteously with Borough employees, elected officials, and with the general public.

**Minimum Qualifications:**

- High school diploma, GED, or equivalent training and experience or a combination of two (2) years of experience in park and recreation facility maintenance.
- Valid Pennsylvania Class C driver's license with satisfactory driving record.
- Ability to communicate clearly and concisely both orally and in writing.

**Supervision of Others:** None.

**Responsible for Public Contact:**

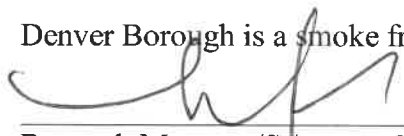
This employee must be able to communicate effectively with contractors, recreation program and facility providers and participants, the general public, and staff.

**Essential Physical Requirements:**

Must be physically able to operate a variety of machines, tools, and equipment which includes a computer, telephone, motor vehicle, sprayer, mower, edger, hand tools, mechanic tools, lawn tools, etc. Must be able to use body members to work, move or carry objects/materials. Must be able to exert in excess of seventy-five (75) pounds occasionally, and/or in excess of fifty pounds (50) of force frequently. Physical demand requirements are at levels of those for very heavy work.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; frequently lift, carry, drag and push objects of varying shapes and sizes, bend, twist, The employee is occasionally required to climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

Denver Borough is a smoke free environment.



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Borough Manager/Secretary Signature

Note: The Borough of Denver is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Borough may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the Borough of Denver and the employee and is subject to change by the employer as the needs of the Borough and requirements of the job change.