

Position Title: SEASONAL PARKS LABORER

Applicants should send resume to sluker@uatwp.org.

Supervisor: Parks Supervisor

Hours of Work: 40 hours per week for 14 weeks
29.5 hours per week for 36 weeks (March – November)
The normal winter workday will start at 7:00 a.m. until 3:30 p.m. An unpaid Lunch break is from 11:30 a.m. until 12 noon.
The normal summer workday will start at 6:00 a.m. until 2:30 p.m. An unpaid Lunch break is from 11:30 a.m. until 12:00 p.m.

Place of Work: The Seasonal Parks Laborer is based at Fisher Park, 2000 Fisher Rd. Mechanicsburg, PA 17055

General Description: The Seasonal position is responsible for the safe operation of manual and power-operated tools. Work is performed both indoors and outdoors in all types of weather.

Primary Duties: Performs manual labor tasks such as shoveling, digging, painting.

Operates mowers, hand tamper, air compressor, and other power equipment as required.

Mows, trims and cleans parks and park bathrooms and provides all types of maintenance to parks, and pavilions.

Maintenance of athletic fields.

Reports operational, maintenance, and safety concerns to supervisor or crew leader.

Performs other related duties as assigned.

Qualifications: Ability to read and write English.

The ability to understand and follow directions with no immediate supervision.

Current PA Driver's License

Landscaping and trailer towing experience preferred.

Special Requirements: Must be able to work cooperatively and effectively alongside peers.

Must be able to work alone while practicing standard safety procedures.

Must adhere to all departmental rules, regulations and policies.

Ability to follow Township safety and emergency procedures.

Ability to lift heavy objects (up to 50 lbs) unassisted.

Willingness to perform duties in often extreme conditions such as heat, cold, dampness, noise or dirt or while equipment is still on the job site.

The statements contained herein reflect general details as necessary to describe the Essential Functions of this position, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, relief to equalize peak work periods or to otherwise balance the workload.

Concur: _____
Employee Signature

Date: _____

Job Title: Seasonal Parks

Job Description Approved by: Sharon Luker Date: _____
Human Resources – Upper Allen Township

I have received a complete copy of the job description and understand the requirements of the job.
Upon review of the job description and requirements:

_____ Employee is able to perform ALL the essential functions of the job.

_____ Employee is not able to perform ALL the essential functions of the job without accommodations.
Accommodation Requests: _____

_____ Employee is not able to perform the essential functions of the job, and there are no
accommodations available to my knowledge that would enable me to perform the job.

Print Employee Name

Employee Signature

Date

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

PHYSICAL AND MENTAL JOB REQUIREMENTS

Job Title: Seasonal Park Laborer

The *essential job functions* of the job title are described below.

1. Schedule

- | | | |
|---|---|---|
| <input type="checkbox"/> Full-Time | <input checked="" type="checkbox"/> Day Shift | <input type="checkbox"/> Weekends (as required) |
| <input checked="" type="checkbox"/> Part-Time | <input type="checkbox"/> Evening Shift | |

2. Supervision Level

- ☐ Extremely Close Supervision
- ☐ Moderate Supervision
- ☒ Minimal Supervision

3. Initiation of Work

- ☒ Park Supervisor Will Direct to Next Task
- ☐ Initiation Helpful, but Not Necessary
- ☐ Must Initiate Own Work

4. Independence

- ☐ Supervisor Will Cue on a Frequent Basis
- ☐ Ability to Complete Assignments with Moderate Oversight Required
- ☒ Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- ☐ Routine Never Varies; Structure is Tight
- ☐ Occasional Routine Change; Generally Planned in Advance
- ☒ Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- ☐ Fast Pace
- ☒ Moderate Pace
- ☐ Slow Pace

7. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

8. Communication - English

- ☐ Excellent Verbal Communication Skills Necessary
- ☒ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

9. Functional Reading - English

- | | |
|--|---|
| <input type="checkbox"/> Fluent Reading | <input type="checkbox"/> Recognition of Signs/Symbols |
| <input checked="" type="checkbox"/> Simple Reading | <input type="checkbox"/> No Reading Skills Required |

10. Hearing

- ☒ Ability to Hear Required
☐ Hearing Not Required

Seeing

- ☒ 20/20 Vision with Corrective Eyewear
☐ Limited Vision
☐ Vision Not Required

11. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
☒ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
☐ Simple Counting Skills
☐ No Mathematical Skills Needed

12. Interaction with Customers

- ☐ High Visibility, Frequent Interaction Required
☒ High Visibility, Infrequent Interaction Required
☐ Low Visibility, Frequent Interaction Required
☐ Low Visibility, Infrequent Interaction Required
☐ No Interaction Necessary

13. Appearance Requirements

- ☐ Compliance with Employee Dress Code Required
☒ Compliance Not Required due to Nature of Job

14. Time

- ☐ Must Tell Time to the Minute
☒ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Work Area | <input type="checkbox"/> Building Only |
| <input type="checkbox"/> Room Only | <input checked="" type="checkbox"/> All of Upper Allen Township |

16. Mobility Skills

- ☐ Mobility Within the Building
☒ Mobility Within entire Township (Walking {on stable and unstable ground}, Standing, Climbing {stairs, ladders}, Bending, Reaching, Lifting, Crawling)
☒ Driving Required

17. Sitting

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> 75% - 100% | <input type="checkbox"/> 25% |
| <input type="checkbox"/> 50% | <input checked="" type="checkbox"/> Less than 25% |

Standing

- | | |
|--|--|
| <input checked="" type="checkbox"/> 75% - 100% | <input type="checkbox"/> 25% |
| <input type="checkbox"/> 50% | <input type="checkbox"/> Less than 25% |

18. Bending

As of 3-23-18 – Seasonal Parks Laborer

- ☒ Knees and Waist ☐ Waist Only
☐ Knees Only ☐ No Bending Required

19. Lifting

- ☒ Greater than 30 lbs. ☐ Less than 10 lbs.
☐ 10 - 30 lbs. ☐ No Lifting Required

20. Reaching

- ☒ Greater than 6 Feet ☐ Less than 2 Feet
☐ 2 - 6 Feet ☐ No Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.

_____ Employee is able to perform ALL the essential functions of the job.

_____ Employee is not able to perform ALL the essential functions of the job without accommodations. (complete Restrictions section below)

_____ Employee is not able to perform the essential functions of the job, and there are no accommodations available to my knowledge that would enable me to perform the job.

RESTRICTIONS

_____ Yes _____ No

If yes,

	Restriction	Length of time for restrictions
Time at work per day (i.e. 2 hours/4 hours, etc.)	_____	_____
Orientation (i.e. office only, no restrictions)	_____	_____
<u>Mobility</u>		
Sitting (i.e. 2 hours/4 hours, none, etc.)	_____	_____
Standing (i.e. 2 hours/4 hours, none, etc.)	_____	_____
Bending (waist only, knees only, no bending)	_____	_____
Lifting (max 5 lbs, 10 lbs, 25 lbs, etc)	_____	_____
Reaching (2 feet, 5 feet, etc.)	_____	_____
Climbing (no ladders, no stairs, no restrictions)	_____	_____
Jumping (no more than 1 foot, 2 foot, 5 foot, etc.)	_____	_____
Crawling	_____	_____

Doctor's Signature: _____

Date: _____