



**Centre Region Parks and Recreation**, an Agency of the Centre Region Council of Governments, is currently recruiting for a full-time Parks Specialist I position, which will work out of our maintenance facility on Stewart Drive in State College. This position works within Parks Operations, which is one of the Agency's busiest departments.

The Parks Specialist I position is part of the team that provides year-round park maintenance and facility management support for 56 regional facilities and park sites within five municipalities (State College Borough, and the townships of College, Ferguson, Harris, and Patton). Equipment knowledge and experience and park maintenance (general or sports fields) experience are key focus areas of these positions.

The job description follows this summary. This is a 40 hr./week position, typically Monday-Friday; at times, there will be additional evening/weekend hours required. A beginning salary range of \$31,091-\$35,762, depending on qualifications, with a competitive benefits package. The candidate will begin in the Spring of 2023.

To apply, please download and complete the CRPR Application by visiting the Agency's website at [www.crpr.org/employment](http://www.crpr.org/employment); then, email to [crpr@crcog.net](mailto:crpr@crcog.net) or mail your application and cover letter to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Applications will be accepted until the position is filled. Equal opportunity employer. For a list of other open positions within Centre Region Council of Governments, visit [www.crcog.net/employment](http://www.crcog.net/employment).



## CENTRE REGION COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

Job Title: Parks Specialist I

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FLSA Status: Non-Exempt  
Reports To: Parks Manager

Band: A

Grade: 1

Sub Grade: 1

Department: Parks & Recreation

Date: February 2023

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**JOB SUMMARY:** The Parks Specialist I is responsible for a variety of semi-skilled and routine grounds maintenance and landscape work. The Parks Specialist I is responsible for providing a safe, clean, and aesthetically pleasing system of public parks, pools, nature center, rental house, and the Centre Region Council of Governments building by providing general care, repair, servicing, and inspection. The work schedule may include weekend assignments and work during special events. The Parks Specialist I is expected to be committed to the mission, vision, and values of the Centre Region Council of Governments and Centre Region Parks and Recreation.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Parks Specialist I may be asked to perform. Other duties may be assigned.

#### 1. Maintenance

- Clean or supervise the cleaning of park facilities and grounds.
- Operate trucks, tractors, small equipment and hand tools on a daily basis.
- Perform small repairs and basic maintenance on park facilities, structures and equipment, including maintenance equipment and tools.
- Perform mowing, pruning, weeding, and other landscaping and lawn care needs as necessary.
- Prepare and maintain various athletic facilities and equipment.
- Ensure public safety in all parks, pools, central facilities, and Council of Governments buildings by maintaining buildings, playgrounds, vehicles and equipment.
- Renovate and construct building, playgrounds, and pools as directed by the Parks Manager or Assistant Parks Manager.
- Assist with the operations of special events.
- Perform snow removal at assigned sites.
- Correct safety problems or report them to Parks Manager.

#### 2. Administrative

- Complete the assigned daily task reports.
- Assist Parks Manager in maintaining an inventory of supplies and other items and by reporting the need for re-stocking various maintenance, cleaning and athletic supplies.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

## **EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent.
- Minimum two (2) years grounds maintenance experience.
- A valid driver's license is required.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearance.

## **SKILLS AND ABILITIES**

- Ability to cooperate with elected officials, staff, and the public.
- Knowledge and experience in the methods, supplies, materials, tools, equipment and effective practices in grounds maintenance.
- Knowledge of and skill in the operation, repair, and use of trucks, tractors and other motorized equipment used for park maintenance.
- Knowledge of proper safety practices and techniques.
- Knowledge of and ability to work effectively within an organizational and community structure.
- Ability to work without direct supervision.
- Ability to respond and to assist the public in a professional and courteous manner.
- Ability to perform manual labor under adverse conditions.

## **LANGUAGE SKILLS**

- Ability to communicate effectively with elected officials, staff and the public.
- Ability to communicate in both written and verbal form.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

## **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.

**PHYSICAL AND WORK ENVIRONMENT:** The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

## **Physical Environment**

- The duties of this job include physical activities such as climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, talking, hearing/listening, seeing/observing, repetitive motions, balancing, crawling, pushing, pulling, feeling, and fingering. Physical requirements for this position will be performing sedentary, light and medium work frequently, with heavy and very heavy work requirements being performed less frequently.

**Work Environment:** The work environment may include some or all of the following:

- Ability to work in a dirty environment (situations in which workers or their clothing easily become dirty, greasy, etc.).
- Ability to work with repetitive activities (performance of the same physically demanding activity).
- Ability to work in high or low temperatures (possible leading to stress or decreased ability to work effectively).
- Ability to work in awkward or confining workspace (conditions in which the body is cramped or uncomfortable).
- Ability to work in areas with improper illumination (glare, inadequate lighting, etc.).