

SEASONAL EMPLOYMENT



PARKS SPECIALIST

15-17 Positions Available

Centre Region Parks and Recreation (CRPR), an Agency of the Centre Region Council of Governments (COG), is currently recruiting for seasonal **Parks Specialist** positions within the Parks Operations Division of Centre Region Parks and Recreation.

We are searching for individuals with general maintenance experience. The job description follows this summary. This is a 40-hour/week position, and there are multiple shift options. Dates/times will be coordinated in advance. The active parks season runs from March-November, and the Agency hires throughout the season for partial (three months) and full-season (eight months) positions.

There is an hourly range of \$12-\$15 per hour. Crew leader positions are also available. This is a non-benefited seasonal position. The age minimum is 17 years of age. Employment is contingent upon compliance with the CRPR Agency's Child Safety Policy regarding certifications, criminal background checks, and child abuse clearance.

Centre Region Parks and Recreation provides uniform shirts each season, which must be worn during regular working hours. Reimbursement for safety toed boots and uniform pants is available and will be determined by the Parks Manager. All maintenance staff must wear full-length pants and steel-toed/safety-toed work boots/shoes during all work shifts.

To apply, please download and complete the CRPR Application by visiting the Agency's website at www.crpr.org/employment; then, email to crpr@crcog.net or mail your application to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Note the position you are applying for on your application. All hours subject to reduction during extreme inclement weather (without pay). Applications will be accepted until the position is filled. Returning employees must also re-apply for seasonal work each year. Equal opportunity employer. For a list of other open positions within Centre Region Council of Governments, visit www.crcog.net/employment.





**Parks Specialist
JOB DESCRIPTION**

Job Title:	Parks Specialist	Status:	Seasonal (3-8 months)
Department:	Parks and Recreation	Classification:	Non-Exempt
Reports To:	Parks Manager	Grade:	Hourly

JOB SUMMARY

The Parks Specialist is responsible for a variety of semi-skilled and routine grounds and facility maintenance, landscape work, and janitorial tasks. The Parks Specialist reports to the Parks Manager and is responsible for providing a safe, clean, and aesthetically pleasing system of public parks, pools, nature center, and the Centre Region Council of Governments building by providing general care, repair, servicing, and inspection. The work schedule will include evening or weekend assignments and occasionally special events. The Parks Specialist is expected to be committed to the mission, vision, and values of the Centre Region Council of Governments and Centre Region Parks and Recreation.

ESSENTIAL JOB FUNCTIONS

The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodations.

- Clean park facilities and grounds.
- Operate trucks, tractors, mowers, small equipment, and hand tools, daily.
- Perform small repairs and basic maintenance on park facilities, structures, and equipment, including maintenance equipment and tools.
- Perform mowing, pruning, weeding, snow removal, 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 buildings or structures, playgrounds, and pools as directed by the Parks Manager.
- Assist with the operations of special events.
- Perform snow removal at assigned sites.
- Correct safety problems or report them to Parks Manager.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of the COG.

EDUCATION AND/OR EXPERIENCE

- Experience in maintenance preferred. Training is provided.

SPECIAL REQUIREMENTS

- Must be at least 17 years of age.
- 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.

KNOWLEDGE OF

- Knowledge of proper safety practices and techniques.
- Knowledge of and ability to work effectively within the organizational and community structure.

ABILITY TO

- Ability to cooperate with elected officials, staff, and the public.
- Ability to work without direct supervision.
- Ability to respond and assist the public in a professional and courteous manner.
- Ability to perform manual labor under adverse conditions.

SKILLED IN

- Oral and written communication.
- Troubleshooting and problem solving.
- Self-control and adapting to stressful situations.

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 essential functions.

Physical Environment

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to sit for prolonged periods of time, stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

- Often a dirty work environment (situations in which workers or their clothing easily become dirty, etc.).
- Often must perform repetitive activities (performance of the same physically demanding activity).
- Often are exposed to high or low temperatures (possibly leading to stress or decreased ability to work

effectively).

- Some work is performed in awkward or confining workspaces (conditions in which the body is cramped or uncomfortable).
- Some work is performed in areas with improper illumination (glare, inadequate lighting, etc.).

ACKNOWLEDGEMENT

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. COG is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, COG provides reasonable accommodation to qualified individuals with disabilities.

I have read and understand the requirements of the position and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature: _____

Print Name: _____

Date: _____