



Northampton Township Position Classification Plan

Job Title: Parks Maintenance Crew
Category: Exempt

Department: Public Works
Supervisor: Public Works Director

Position Summary:

The Parks Maintenance Crew performs maintenance, repair, and operational work necessary to support Northampton Township parks, recreational facilities, grounds, and related infrastructure. Work includes general groundskeeping, janitorial services, equipment operation, facility upkeep, and seasonal operations. The position requires physical labor, attention to safety, and the ability to work independently and collaboratively with other Public Works personnel to support daily operations, programs, and special events.

This position is part of a progressive job classification within Public Works. Advancement opportunities exist within the Parks Maintenance Crew classification based on demonstrated skills, certifications, training, and performance. Specific duties and equipment assignments are aligned with the employee's qualifications and the Parks Maintenance Job Classification Checklist, which is attached to and incorporated by reference into this job description.

Position Requirements:

- Perform routine parks and grounds maintenance including mowing, trimming, weed control, athletic field maintenance, and litter removal.
- Provide janitorial services for park restrooms and buildings.
- Conduct routine inspections of park facilities and report safety hazards and maintenance needs.
- Operate hand tools, power tools, and parks maintenance equipment safely.
- Assist in winter snow removal operations, including shoveling, salting, snow blower operation, and non-CDL plow truck operation; if the job incumbent has a valid CDL license, he or she will also assist with CDL plow truck operations as assigned.

- Clean and maintain Township machinery, tools, and equipment.
- Assist with Township programs, special events, park improvement projects, and volunteer initiatives.
- Maintain work areas in a clean, organized, and safe condition.
- Perform related duties as required. Duties may change at any time.

Qualifications:

Education and Experience

- High school diploma or GED required.
- Experience in parks, grounds, or public works maintenance preferred.
- Valid Pennsylvania Class C Driver's License required; CDL A preferred.

Knowledge, Skills, and Abilities

- Some knowledge of materials, methods, and techniques used in grounds maintenance and public works activities.
- Some knowledge of the methods and practices in construction and maintenance
- Knowledge of job safety
- Knowledge of hand tools and the standard practices of labor operations
- Ability to meet approved minimal physical and medical standards
- Ability to perform manual labor for prolonged periods, often under adverse climatic conditions
- Ability to communicate effectively with coworkers, staff and the public
- Ability to read, write and speak English.
- Lift and carry up to 50 pounds, push and pull up to 100 pounds.
- Withstand exposure to high noise levels, vibration, and wet conditions occasionally.
- Ability to problem solve and work independently as well as working well with others.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 50 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job-related tests may be used to evaluate a candidate's qualifications. Employment with Northampton Township is at-will. Advancement opportunities exist within the Parks Maintenance Crew classification based on skills, certifications, and performance.

Parks Maintenance

Job Classification Checklist

NAME _____ DATE _____

Laborer

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Mowing | <input type="checkbox"/> Trash Collection |
| <input type="checkbox"/> Janitorial | <input type="checkbox"/> Non-CDL Snow Removal, including Township Grounds |

Parks Maintenance I (Need 6 of 8 and all prior)

- | | |
|--|--|
| <input type="checkbox"/> CDL License A* | <input type="checkbox"/> Basic Carpentry (Bench/Sign Installation, Fence Repair) |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Salting & Plowing* |
| <input type="checkbox"/> Flagger Certification* | <input type="checkbox"/> Wheel Load Operator* |
| <input type="checkbox"/> Mowing Equipment Maintenance (Blades, Oil, Filters) | <input type="checkbox"/> Tree Tender Certification® |

Parks Maintenance II (Need 6 of 8 and 7 of 8 of Parks Maintenance I)

- | | |
|---|---|
| <input type="checkbox"/> Skid Steer Operator* | <input type="checkbox"/> Asphalt Repairs |
| <input type="checkbox"/> Aeration of Fields | <input type="checkbox"/> Paver Block Install & Maintenance Repair |
| <input type="checkbox"/> Wood Chipper* | <input type="checkbox"/> Small Loader (Kubota LA724) with various attachments |
| <input type="checkbox"/> Basic Electrical | <input type="checkbox"/> Pesticide License (Core and Cat. 23)*® |

Parks Maintenance III (Need 6 of 7 and 7 of 8 of Parks Maintenance II)

- | | |
|--|---|
| <input type="checkbox"/> Backhoe Operator | <input type="checkbox"/> Class A Fuel Operator* |
| <input type="checkbox"/> Pool Operator / Pool Chemical Certifications (Cat. 24)# | <input type="checkbox"/> Wing Mower/Tractor |
| <input type="checkbox"/> Playground Inspection# | <input type="checkbox"/> Mini Excavator |
| <input type="checkbox"/> Masonry (Flatwork) | |

* Skill Required Within Classification

® One Time Bonus Pay of \$100 with Certification

One Time Bonus Pay of \$250 with Certification